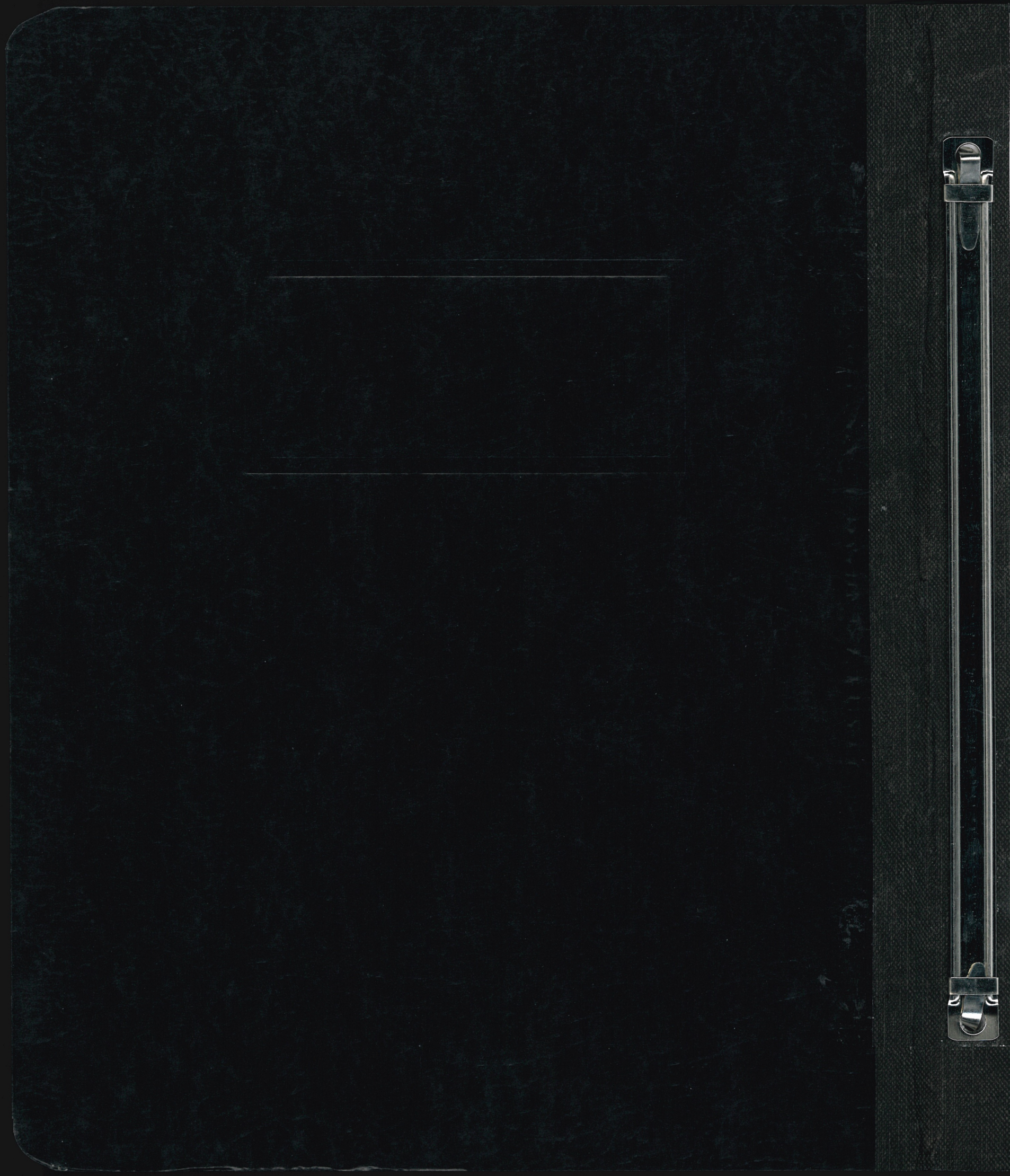


**Board Minutes
2016**



2016 Budget

A1

1 PERSONAL SERVICES

1.1	Salaries and wages	
1.11	Salary of librarian	\$67,558
1.12	Salary of Assistants	\$1,091,370
1.13	Wages of Janitor	\$88,012
1.2	Employee benefits	
1.21	Employer: FICA	\$95,391
1.22	Unemployment Comp	\$3,517
1.23	Employer: PERF	\$109,799
1.24	Employer: Group Insur.	\$149,936
1.31.	Other Personal Services	\$0
	Total Personal Services	\$1,605,583

2 SUPPLIES

2.1	Office supplies	
2.11	Official records	\$600
2.12	Stationery/printing	\$500
2.13	Other office supplies	\$8,500
2.2	Operating supplies	
2.21	Cleaning/sanitation	\$6,000
2.22	Fuel/oil/lubricants	\$0
2.23	Other operating supplies	\$7,000
2.3	Repair/maintenance supplies	
2.31	Building materials	\$1,000
2.32	Painting supplies	\$400
2.33	Repair parts	\$1,500
2.4	Other supplies	
2.41	Library supplies	\$15,350
2.42	Marketing	\$50
	Total Supplies	\$40,900

3 OTHER SERVICES/CHARGES

3.1	Professional services	
3.11	Consulting services	\$0
3.12	Engineer/Arch Services	\$0
3.13	Legal services	\$6,000
3.14	Other profess. services	\$10,000
3.145	Databases/Licensing Services	\$21,552
3.146	E-Books Services	\$18,500
3.2	Communication/Transportation	
3.21	Telephone	\$3,800

3.22	Postage	\$3,000
3.23	Traveling expenses	\$20,000
3.24	Professional mtgs	\$10,768
3.25	Freight/Express	\$2,000
3.26	Network expenses	\$64,860
3.3	Printing/Advertising	
3.31	Adv/Public. of notices	\$600
3.32	Printing (not offc. supply)	\$0
3.33	Marketing advertising	\$1,800
3.4	Insurance	
3.41	Official bonds	\$250
3.42	Other insurance	\$31,000
3.5	Utility services	
3.51	Gas	\$45,000
3.52	Electricity	\$100,000
3.53	Water	\$4,000
3.54	Waste disposal service	\$6,500
3.6	Repairs/maintenance	
3.61	Bldgs/Structures	\$66,922
3.62	Equipment	\$3,000
3.7	Rentals	
3.71	Real estate	
3.72	Equipment	\$300
3.91	Dues	\$1,900
3.92	Interest on loans	\$0
3.93	Taxes/Assessments	\$250
3.94	Transfer to LIRF	\$100,000
3.95	Book reimbursement	\$100
3.96	Petty cash	\$120
3.97	Interview/moving expense	\$0
3.98	Maintenance contracts	\$117,119

Total Other Services/Charges	\$639,341
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4 CAPITAL OUTLAYS

4.1	Land	
4.2	Buildings	
4.3	Improvements	\$0
4.4	Furniture/equipment	\$50,714
4.5	Other capital outlays	
4.51	Books	\$160,000
4.52	Periodicals,newspapers	\$25,000
4.53	Nonprint materials	\$58,000

Total Capital Outlays	\$293,714
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FUND TOTAL	\$2,579,538
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Board Meeting Dates **2016**

**Meetings are held at 6:00 P.M. at the Rensselaer Library
unless otherwise noted**

Monday, January 11

Monday, February 8
Rensselaer Librarian & Youth Services Specialist Annual Reports

Monday, March 14

Monday, April 11 (at DeMotte)
DeMotte Librarian & Children's Specialist Annual Reports

Monday, May 9

Monday, June 13
Webmaster Annual Report

Monday, July 11

Monday, August 8

Monday, September 12 (at Wheatfield)
Wheatfield Librarian & Children's Specialist Annual Reports

Monday, October 10

Monday, November 14
Technical Services & Systems Administrator Annual Reports

Monday, December 12

Wednesday, December 28 (Special Year End Meeting-time to be announced)

Holiday Schedule 2016

The Libraries will be closed on the following days:

New Year's Day: Friday, January 1
Memorial Day: Monday, May 30
Independence Day: Monday, July 4
Labor Day: Monday, September 5
Thanksgiving: Thursday, November 24
Christmas Eve: Saturday, December 24
Christmas Day: (observed) Monday, December 26
New Year's Eve: Saturday, December 31

In addition, all locations will close at 5:00 PM
on the day before Thanksgiving.

Employees receiving benefits will also receive a paid holiday on their birthday or another day in their birthday month. Some employees will receive a paid holiday in the month of the anniversary of their employment at JCPL, having reached a milestone anniversary at the library. A list of those eligible for this anniversary holiday will be distributed to department heads by January 1, 2016.

LIBRARY POLICY REVIEW SCHEDULE 2016

<u>Review Month</u>	<u>Policy</u>	<u>Policy Manual Page</u>
January:	Fixed Asset Policy	181
	Circulating Software Policy	165
February:	Holiday Policy	127
	Library Behavior Policy	141
March:	Public Purchase Policy	175
	Board Code of Ethics	147
	Staff Complaint Policy	146
April:	Personnel Policy	109
May:	No policies reviewed	
June:	Study Room Use Policy	129
	Internet Acceptable Use Policy	151
	Social Media Policy	196
July:	Reciprocal Borrowing Policy	159
	Fax Machine Policy	125
August:	Food, Tobacco, Drug & Alcohol Policy	157
	Walking Books Policy	167
September:	Board By-Laws	81
	Board/Staff Privileges	143 & 145
	Mobile Computer Lab	185
October:	Reference Policy	135
	Computer/Typewriter Use Policy	123
	ADA Notice	190
	Video Surveillance Policy	200
November:	Meeting Room Policy	101-103
	Circulation Policy	161
December:	No policies reviewed	

LIBRARY POLICY REVIEW SCHEDULE 2017

<u>Review Month</u>	<u>Policy</u>	<u>Policy Manual Page</u>
January:	LCD (Digital) Projector Policy	179
	Blu-ray/VHS/DVD Policy	107
February:	Staff Code of Ethics	149
	Gift Policy	183
	Debit/Credit Card Processing Policy	202
March:	FMLA/Military Leave Policy	171
	Microfilm Reader/Printer Policy	155
April:	Personnel Policy	109
May:	No policies reviewed	
June:	Audiovisual Equipment Loan Policy	105
	Internet Acceptable Use/Safety Policy	151
	Social Media Policy	196
July:	Public Relations/Information Policy	97
	Public Records Policy	99
	Patron Tasks/Devices	194
August:	Art Exhibit/Display Case Use Policy	131
	Bulletin Board Policy	133
	Photography, Videotaping, and Other	188
	Recording Devices Policy	
September:	Board By-Laws	81
	Group Visit Policy	169
	Mission/Role/Values	87
October:	Public Forum Policy	137
	Library Credit Card Policy	180
	Harassment/Discrimination Policy	139
November:	Materials Selection Policy	93
	Circulation Policy	161
	Indemnification Policy	177
December:	No policies reviewed	

Library Board Committees 2016

Budget Committee: Mark Heinig, chair; Janet Umlauf; Jody Melton

Meets in July or early August to review next year's budget proposal prepared by library staff. Committee presents recommendation to the full board at the August meeting.

Director's Evaluation Committee: Natalie Waling, chair; Deana George; Janelle Harper

Director evaluation forms distributed to director and board members at the April board meeting. (The committee may wish to meet earlier to examine the evaluation form and determine if any changes should be made.) Before the May meeting, committee receives all board members' evaluations of the director as well as the self-evaluation by the director. The committee uses these to prepare a written evaluation of the director. At an executive session at the May board meeting, this evaluation is discussed by the whole board and then given to the director.

Bylaws and Policy Review Committee: Deana George, chair; Mark Heinig; Jody Melton

Past procedure has been for the director to recommend changes in policies to the policy committee before the policy is to be reviewed by the board. Committee members then notify the director whether or not they concur with proposed changes (or if they would like to propose other changes). If the issue is complicated and there is disagreement, a committee meeting will be held. If committee members concur, no meeting is needed and the director prepares the recommendation of the policy committee for a report to the full board.

Nominating Committee: Janet Umlauf, chair; Natalie Waling; Janelle Harper

In October, the nominating committee prepares a slate of officers for the following year. This slate is presented to the board by the committee at the November board meeting. The board elects officers at the December meeting. Officers can serve in the same position only two consecutive years.

2016 Board Members

	<u>Phone</u>	<u>Term Expires</u>	<u>Appointed By</u>
President: Jody Melton [REDACTED]	[REDACTED] [REDACTED]	August 2, 2019	Pres. KV & West Central School Boards
Vice-President: Deana George [REDACTED]	[REDACTED] [REDACTED]	May 11, 2017	Rensselaer Central School Board
Secretary: Natalie Waling [REDACTED]	[REDACTED] [REDACTED]	December 31, 2017	County Council
Treasurer: Mark Heinig [REDACTED]	[REDACTED] [REDACTED]	May 9, 2018	Rensselaer Central School Board
Asst. Treasurer: Janelle Harper [REDACTED]	[REDACTED] [REDACTED]	December 31, 2018	County Commissioners
Kevin Kaluf [REDACTED]	[REDACTED] [REDACTED]	June 30, 2020	County Council
Janet Umlauf [REDACTED]	[REDACTED] [REDACTED]	December 31, 2019	County Commissioners

BOARD AND ADMINISTRATION MONTHLY TASKS

(Library will receive Certified Shares county adjusted gross income tax (CAGIT) monthly.)

January

1. Form the Board of Finance after the first Monday and before the last day of January. Elect officers for it. Director reports on the library's past year investments. Board designates newspapers in which library publishes notices. Board accounting resolutions are approved. List of all 2 yr old outstanding checks filed and declared void and receipted back into accounts.
2. New officers take office.
3. President appoints standing committees: Budget, Bylaws & Policy Review, Director Evaluation, Nominating
4. Annual salary ordinance is approved.
5. Bond payment due by January 15. (2004 bond)
6. Certification of Board and employees to State Board of Accounts by January 31 annually (submitted via Gateway).
7. Annual statistic report due to Indiana State Library by January 31.
8. Every three years the Library Board will solicit bids for library insurance. Begin this process in January. We will do this in 2016!

February

1. Annual financial report (LARS Report) due to State Board of Accounts by March 1.
2. Not later than 60 days after the expiration of each calendar year publish an annual report of the receipts and expenditures during the preceding calendar year.
3. February 28 is the deadline for each political subdivision to submit report to the DLGF of any outstanding bonds or leases (as of January 1). IC 5-1-18-9 DLGF cannot certify a budget or levy for debt service funds for the next year's budget if debt issuance report is not filed, unless the DLGF grants a waiver for good cause.
4. Update nonresident annual fee. Send copy of minutes to Indiana State Library.

March

1. March 1 Units file Annual Report for preceding year with SBA. In addition to being used for SBOA audit, this information is used by the Department to prepare an annual report on expenditure per capita of political subdivisions. IC 5-11-1-4; IC 6-1.1-33.5

April

1. Every three years the Library Board will designate insurance company to handle library insurance for following three years.
2. Director Evaluation form is distributed to board members. Director submits self-evaluation to Board Evaluation Committee.
3. At April Board meeting, ask for resolution approving a request for an advanced tax draw. Then after the 12th of the month send letter to the County Treasurer (with copy to County Auditor) requesting an advance tax draw.

May

1. Annual budget workshops for Librarians and Trustees, sponsored by State Board of Tax Commissioners, State Board of Accounts, and Indiana State Library.
2. Evaluation of Director is completed and presented at executive session before monthly board meeting. Director's salary for following year is determined in open session at board meeting.

June

1. By June 1 names and addresses of employees sent to County Treasurer.
2. Property tax distribution of May 10 collection by June 29.

July

1. Begin preparation for ensuing year's annual budget. Budget committee prepares recommendations to report to full board in August.
2. Budget meeting with representative from DLGF to go over our budget and plug in any new figures they might have for miscellaneous revenues.
3. Bond payment due by July 15 (Bond of 2004).
4. Finalize budget estimate, plan for public hearing, approval to advertise, and adoption.

August

1. Deadline for county auditors to certify 2015 pay 2016 net assessed values and estimates of miscellaneous revenues with units and the department. IC 6-1.1-17.1

September

1. September 1 is the last day for units, including certain libraries under IC 6-1.1-17-20.3 to submit proposed 2016 budgets, rates, and levies to county fiscal bodies or other appropriate fiscal body for review and recommendation or adoption. Local council sets the date that is typically in August in Jasper County.
2. DLGF will establish the last day for first and second publications of proposed 2016 tax levy, budget, and notice to taxpayers of public hearing. Memo is distributed to units with dates.
3. Self-evaluation forms distributed to library staff by supervisors who choose to evaluate staff at the end of the year.

October

1. October 1 is the last day for county fiscal body to complete review and issue non-binding recommendation to civil taxing units regarding civil taxing units proposed tax rates, levies, and budgets for the next year.
2. DLGF memo will indicate last possible day for taxing units to hold a public hearing on next year's budget. Public hearing must be held at least 10 days before budget is adopted.
3. DLGF memo will indicate last possible day ten or more tax payers may object to next year's budget, tax rate, or tax levy of a political subdivision.
4. Board Nominating Committee prepares slate of officers for following year.
5. At October Board meeting, ask for resolution approving a request for an advanced tax draw. Then send letter to the County Treasurer after the 12th of the month (with copy to County Auditor) requesting an advance tax draw.

In recent years Budget is adopted, usually at the regular board meeting but at least ten days after public hearing which has been held in September in recent years.

Library budget is submitted via Gateway with a copy provided for County Auditor no later than two days after adoption. Final due date in DLGF memo.

November

1. November 1 is the deadline for all taxing units to adopt next year budgets, rates, and levies.
2. Nominating Committee presents slate of officers at board meeting.
2. Annual evaluations of the staff are completed by appropriate supervisors at branches which do not choose to evaluate on anniversary dates. Due by the end of the year!
3. Assistant treasurer is selected by board.

4. Annual Bookkeeping Workshop by State Library (might also be scheduled for December!)

December

1. Election of officers.
2. Hearing of ensuing year's budget by State Board of Tax Commissioners (DLGF changing this timeline so may occur later in the year or at the beginning of the next year)!
3. Library receives last installment of property, CVET, excise & financial institution tax revenues.
4. Encumbrances must be approved by Board, other fund transfers are made and transfer to LIRF (if any) made.
5. Provide board with board meeting schedule for following year.
6. Create Board Policy Review Schedule for following 2 years.
7. By December 1 names and addresses of employees sent to County Treasurer.
8. Director distributes list of ensuing years' holidays.
9. Newly elected Board Treasurer and Assistant Treasurer to provide Financial Banking Institutions with their information and sign new back authorizations as check signers. New Treasurer and Assistant Treasurer bonds to be issued for new year.

revised 12/15

**Bylaws of the Board of Trustees
of the
Jasper County Public Library**

ARTICLE I

ORGANIZATION

- Section 1 **Name.** The name of this board shall be the Board of Trustees of the Jasper County Public Library, hereinafter referred to as "the Board". The Jasper County Public Library will be hereinafter referred to as "the Library."
- Section 2 **Organization.** The Library is a Class One Public Library operating under the Public Library Law of 1947 and the Library Services Authority of 1967 of the State of Indiana. The Board exercises the powers and authority and assumes the responsibilities delegated to it under the provisions of I.C. 36-12.
- Section 3 Geographical boundaries of the Library and taxed library district include all of Jasper County, Indiana, with the exception of Remington and Carpenter Township.

ARTICLE II

STATUTORY AUTHORITY

The Board shall govern and set policy for all of the affairs of the public library under the provisions of I.C. 36-12-3-3. It may make rules for the discharge of its responsibilities, and it may manage and insure all real property belonging to the public library.

ARTICLE III

PURPOSE AND DUTIES

- Section 1 The Board shall govern and set written policy for the library. It has the power to make all rules and regulations for the discharge of its responsibility.
- Section 2 The Board shall employ a competent and qualified library Director to carry out its policies, under provisions of I.C. 36-12-2-24.

- Section 3 The Board shall plan for the future of the library in light of the needs of the community, securing adequate facilities and funds to carry out the library's program of service.
- Section 4 The Board shall monitor and evaluate the overall effectiveness of the library.
- Section 5 The Board shall act as an advocate for the library in the community and advocate for the community as a Board.

ARTICLE IV

TRUSTEES

- Section 1 **Appointments**. The application, appointment, term and removal of trustees shall be in accordance with provisions of I.C. 36-12-2-7 to 9 and I.C. 36-12-2-11 and I.C. 36-12-2-18 to 20.
- Section 2 **Compensation**. According to the provisions of I.C. 36-12-2-21, members of the Board shall serve without compensation. A board member may not serve as a paid employee of the public library.

ARTICLE V

MEETINGS

- Section 1 **Open Door Law**. Meetings of the Board are subject to Indiana's Open Door Law, I.C. 5-14-1.5. All meetings of the Board, except necessary executive sessions, shall be open to the public.
- Section 2 **Meetings**. The Board shall meet at least monthly, and at any other times a meeting is necessary, under provisions of I.C. 36-12-2-23.
- Section 3 **Regular monthly meetings**. Meetings will be held in the second week of the month.

Ten meetings will be held at the Rensselaer Library, one meeting per year will be held at the DeMotte Library and one per year at the Wheatfield Library. Dates and places for the following year will be determined annually. A Board of Finance meeting will be held annually in January.

Section 4 **Special meetings.** Special meetings may be called by the President or by any two board members, provided that all members are given prior notice, written or oral, of the date, time, place and purpose of such meetings, according to provisions of I.C. 36-12-2-23. Public notice must also be given of such meetings, in accordance with provisions of I.C. 5-14-1.5-5.

Section 5 **Executive sessions.** Executive sessions may be called by the President or any two (2) Board members and must appear on the agenda of the meeting. Executive sessions may be held only in the following instances under provisions of I.C. 5-14-1.5-6 :

where authorized by federal or state statute

for discussion of strategy with respect to: collective bargaining; initiation of litigation or pending or threatened litigation; the implementation of security systems; the purchase or lease of real property

interview with industrial or commercial prospects or their agents

with respect to any employee's status or alleged misconduct

for discussion of confidential records

to discuss job performance evaluation of individual employees

Section 6 **Quorum.** For all board meetings, four (4) members shall constitute a quorum.

Section 7 **Majority vote.** An affirmative vote of the majority of all board members present shall be necessary to approve any action before the board.

Section 8 **Conduct of meetings.** Conduct of all meetings will be according to the most recently revised edition of Robert's Rules of Order.

Section 9 **Recommended order of business**

Executive session (when necessary)
Approval of agenda format and of consent agenda items
General business
Director's Report
Items for future agendas
Public forum
Adjournment

- Section 10 **Director.** The Director as advisor to the Board and committees shall, unless excused, attend all meetings and take part in all deliberations but shall have no vote.

ARTICLE VI

OFFICERS OF THE BOARD

- Section 1 The Board shall elect annually a President, Vice-President, Secretary and Treasurer, under provisions of I.C. 36-12-2-23. Terms of office shall begin on January 1. Officers shall be elected for no more than two (2) consecutive terms in the same office.
- Section 2 **President.** The president shall preside at all board meetings, appoint all standing or special committees and perform other duties normally associated with the office or assigned by the Board.
- Section 3 **Vice-president.** The vice-president shall preside over meetings in the absence of the president and shall perform such duties assigned by the President.
- Section 4 **Secretary.** The secretary shall oversee minute-taking and correspondence done by library staff on behalf of the Board. The Board treasurer shall be the Assistant Secretary, acting in the absence of the Secretary.

Minutes will record the following: date, time and place of meeting; members present; general substance of all matters proposed, discussed or decided; results of all votes taken, by individual members if there is a roll call, under provisions of I.C. 5-14-1.5-4b.

The minutes shall be available within one week after the meeting and are open for public inspection and copying, according to provisions of I.C. 5-14-1.5-4c.

- Section 5 **Treasurer.** The treasurer shall be responsible for insuring that adequate financial records are kept by library staff, accurate and timely financial reports are delivered to the board and an audit of the system's finances is completed bi-annually.

The treasurer shall issue warrants which are approved by the board in payment of expenses lawfully incurred in behalf of the library. At each November meeting, the board will appoint a board member to act as assistant treasurer for the following year.

The treasurer shall give a surety bond for the faithful performance of his/her duty and for the accurate accounting of all money coming into his/her custody, in accordance with I.C. 36-12-2-22. Any other officer authorized by the Board to sign checks shall also give such bond.

Section 6 **Nominating Committee:** The Nominating Committee shall present a slate of officers at the November meeting. The Board shall elect officers at the December meeting. Nominations will be accepted from the floor but must have a second and the consent of the nominated trustee. If there are nominations from the floor, voting shall be by written ballot; otherwise, election shall be by consensus.

Section 7 **Vacancies.** When officer vacancies occur, the President shall appoint a replacement who will serve for the unexpired term only. If the appointment is for less than six months, the term will not be counted as a one (1) year term of office. Appointee may then serve for two additional terms in that same office if elected.

ARTICLE VII

FINANCES

Section 1 **Finance powers.** The Board shall have such finance powers as are set forth in I.C. 36-12-3-10, shall establish funds to keep money and securities of the library, in accordance with I.C. 36-12-3-11, shall invest excess funds in accordance with I.C. 5-13-9.

Section 2 **Borrowing.** Any funds authorized by law to be borrowed, may be borrowed only by resolution of the Board; however, the execution of any documents related to the borrowing may be executed by any two Board officers.

Section 3 **Special Board of Finance.** The full Board shall constitute the Special Board of Finance which shall meet as designated by I.C. 5-13-8 and shall maintain the same officers as the Library Board.

ARTICLE VIII

COMMITTEES

- Section 1 The President shall appoint 3-member standing committees at the January meeting. Standing committees shall consist of the Budget Committee, Bylaws and Policy Review Committee, Director's Evaluation Committee, and Nominating Committee.
- Section 2 Other committees shall be appointed at the discretion of the President.

ARTICLE IX

ROLE OF THE DIRECTOR

The Director, as the administrative head of the library, shall be responsible to the Board for the operation and management of the library. The Director shall also act as advisor to the Board and its committees. The Board shall maintain a current written job description for the Director, which sets forth, in detail, the role of the Director.

ARTICLE X

ETHICS/CONFLICT OF INTEREST FOR TRUSTEES

Trustees, in the capacity of trust imposed upon them, shall observe ethical standards with absolute truth, integrity, and honor.

Trustees must promote a high level of service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

Trustees will not use the library for personal advantage or the personal advantage of friends or relatives.

It is incumbent upon any Trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.

ARTICLE XI

NEPOTISM

Close relatives of Board members and staff shall not be employed by the Library. Close relatives are defined to include: spouses, parents, children, brothers, sisters, brothers-and sisters-in-law, fathers-and mothers-in law, sons- and daughters-in-law, stepparents, stepbrothers, stepsisters, and stepchildren.

ARTICLE XII

AMENDMENTS

- Section 1 Amendments to these bylaws may be proposed at any meeting of the Board.
- Section 2 Voting on any proposed amendment will not occur until the next regular meeting following its proposal.

3/95; revised 10/16

LIBRARY SERVICE

Our patrons are our business. We are committed to giving outstanding patron service. For this reason, we need to be constantly aware of our image as seen through the eyes of our patrons. As a Library Employee, you should be

- ♦ Approachable – friendly and eager to be of service
- ♦ Adaptable – able to meet the needs of each individual
- ♦ Knowledgeable – this will come with time and training

We loan:

Books	Magazines/Newspapers
Audiobooks	Music CDs
Ebooks	Computer Software
VHS/DVDs/BluRays	LCD Projector
Opaque projector (Rensselaer)	
Overhead Projectors (DeMotte & Wheatfield)	
Playaways/Playaway Views	

We also provide the following:

High-Speed Internet Access (wired/wireless)	
Information assistance	Group study rooms
Public Fax Self-Service	Public meeting rooms
Interlibrary loan	PC's/scanners for in-library use
Adult programs	Lifelong Learning Programs
Copy Machines	Programs for children/teens
Tax forms	Art Exhibits
Typewriters	Extended Loans
Display Cases	Walking Books
Research Databases	Self-Checkout
Portable Microphone (Rensselaer)	Wireless laptop computer lab
Digital Microfilm Reader/Printer	USB Floppy Drive
Genealogy/Local History Collections	USB Multi-Card Reader
Games/Puzzles	VHS/DVD Converter
LCD Computer Projector for use in library meeting rooms	

A14

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, January 11, 2016, 6pm
Rensselaer Public Library

Board of Finance Meeting

Purpose

Annual Financial Report (R 8)	Information
Accounting Practices for 2016 (R 9)	Action
Resolution to Allow Bill Payment with Prior Approval (R 16)	Action
Designate Newspapers for Publishing Notices (R 22)	Action

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of December Board Meetings
Bills/Financial Reports
Salary Ordinance for 2016 (R 7)
Policy Review (R 10; R 12; and R 22)

General Business

Oath of Office – Janet Umlauf (R 23)	Action
Oaths of Office – Treasurer (R 23)	Action
Conflict of Interest (R 18; R 23)	Information
Committee Assignments (R 23)	Information
Indiana State Park Pass (R 23)	Action

Director's Report (R 22-R 26)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

December 14, 2015
Rensselaer Library

Present: Natalie Waling, Deana George, Mark Heinig, Timothy Schultz, Janet Umlauf, Patricia Stringfellow

Absent: Jody Melton, Janelle Harper

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the November Board Meeting Minutes, bills/financial reports, and Salary Ordinance update, were approved as presented on a motion by N. Waling and seconded by D. George. Motion passed. No policies were up for review.

Indiana Statewide Remote Circulation System (SRCS): Jasper County Public Library has been invited to participate in a new Indiana State Library initiative, the Indiana Statewide Remote Circulation System (SRCS). The Indiana State Library explains that the purpose of SRCS is to offer a virtual Indiana union catalog for participating libraries through which patrons can request materials from other participating library systems and have them delivered via the InfoExpress courier to their local library. At the present time there is no cost to the participating libraries for this service. The State Library has agreed to pay for the setup and annual connection fee for all participants. P. Stringfellow recommended that Jasper County Public Library participate in SRCS and submit a Letter of Intent. D. George motioned to participate in SRCS, seconded by M. Heinig. Motion passed.

2016 Salary Increase: P. Stringfellow explained that the 2016 Budget was written to support a 3% salary increase. T. Schultz motioned to approve a 3% salary increase for staff in 2016, seconded by M. Heinig. Motion passed.

PLA Conference Request: P. Stringfellow requested permission to send up to four staff to PLA in Denver, Colorado April 6-9, 2016. Monies have been budgeted for this valuable national conference held every other year. M. Heinig motioned to approve sending up to four staff to PLA in Denver, Colorado in 2016, seconded by N. Waling. Motion passed.

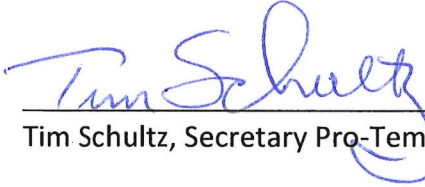
Election of Officers: D. George made a motion to elect the slate of officers as presented: President- J. Melton, Vice-President- D. George, Secretary- N. Waling, Treasurer- M. Heinig, Assistant Treasurer- J. Harper. N. Waling seconded the motion. Motion passed.

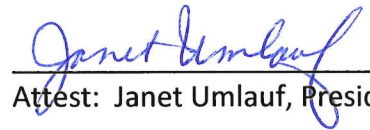
End of December Board Meeting: Board members are scheduled to meet Tuesday, December 29, 2015 at 9am at the Rensselaer Library to approve year-end bills, transfers, and encumbrances. M. Heinig, J. Umlauf, J. Melton, and J. Harper are able to attend with D. George available if needed.

Director's Report: In December of each year we typically determine an amount to transfer from line 3.94 of our Operating Budget to our Library Improvement Reserve Fund. Since we purchased the house in DeMotte this year we do not recommend transferring any amount from line 3.94 of our Operating Budget to the Library Improvement Reserve Fund. We have painted some accent walls in the DeMotte Library staff workroom with stunning results. A burgundy color was selected and looks terrific. We will now bring this color out into the public areas, painting the same accent color on a few soffits, tying together patron and staff areas. The color selected compliments the

library carpeting. Indiana Celebrates its Bicentennial in 2016 and many library events are planned throughout next year. Bicentennial events kicked-off with a food event at each library on Friday. Librarian, Linda Poortenga and I attended the Bicentennial flag raising at the Rensselaer fire station. We've made arrangements to winterize the DeMotte house – draw water from water pipes, drain the water heater, drain the well pressure tank, and put antifreeze in all drain traps. We have no plans for this house to be a dwelling place, but it seemed prudent to ensure that the house is buttoned up for winter. The cost to do so is very minimal.

Adjournment: With no further matters for discussion D. George moved that the meeting be adjourned at 6:25 PM.


Tim Schultz, Secretary Pro-Tem


Attest: Janet Umlauf, President

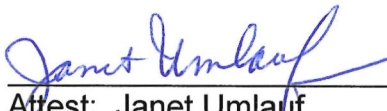
Minutes.....December 29, 2015
Meeting of the Jasper County Public Library Board
Rensselaer Library **9:00 AM**

Present: Janet Umlauf, Mark Heinig, Jody Melton, Janelle Harper, Patty Stringfellow

On a motion by J. Melton, seconded by J. Harper, the Board unanimously approved year-end bills.

On a motion by M. Heinig, seconded by J. Melton the Board unanimously approved transfers in the Operating Fund and the Library Improvement Reserve Fund.

With no further business, the meeting adjourned at 9:20 AM.



Attest: Janet Umlauf



Jody Melton, Secretary

CIRCULATION BY HOLDINGS CODE
December 2015

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	22	2	3	27
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	22	5	0	27
Blu-Ray (DBR)	158	1	0	159
Books on CD (DBKCD)	137	5	6	148
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	179	26	3	208
Digital Audiobooks (DDA)	11	0	3	14
DVD (DDVD)	1200	22	4	1226
Equipment (DEQP)	75	0	0	75
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	33	0	0	33
Fiction (DFIC)	574	20	7	601
Fiction Fantasy (DFICF)	3	0	0	3
Fiction Mystery (DFICM)	56	4	6	66
Fiction New (DFICNEW)	309	13	13	335
Fiction Science Fiction (DFICSF)	8	1	0	9
Fiction Western (DFICW)	18	0	1	19
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	87	3	1	91
Hanging Bags (DHANG)	12	0	0	12
ILL (DILL)	42	1	1	44
Internet (DINTER)	630	0	0	630
Juv. Audio book (DJAUDB)	16	0	0	16
Juv. Biography (DJBIO)	16	0	0	16
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	21	1	0	22
Juvenile Easy (DJE)	340	5	1	346
Juv. Easy Non-fiction (DJENF)	39	0	0	39
Juv. Easy Reader (DJER)	303	0	2	305
Juv. Fiction (DJFIC)	353	18	5	376
Juv. Holiday books (DJHOL)	164	7	5	176
Juv. Magazine (DJMAG)	10	0	0	10
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	204	21	2	227
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	1	0	0	1
Juv. Toddler (DJTOD)	103	1	0	104

Large Print Fiction (DLPF)	164	4	4	172
Large Print Nonfic (DLPNF)	15	2	0	17
Magazine (DMAG)	372	0	2	374
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	5	1	0	6
Nonfiction 100 (DNF100)	4	0	0	4
Nonfiction 200 (DNF200)	21	2	1	24
Nonfiction 300 (DNF300)	36	4	0	40
Nonfiction 400 (DNF400)	1	0	0	1
Nonfiction 500 (DNF500)	19	0	1	20
Nonfiction 600 (DNF600)	89	8	1	98
Nonfiction 700 (DNF700)	50	4	0	54
Nonfiction 800 (DNF800)	5	0	0	5
Nonfiction 900 (DNF900)	29	0	1	30
Nonfiction Blu-Ray (DNFBR)	7	0	0	7
Nonfiction DVD (DNFDVD)	69	5	0	74
Nonfiction (DNFIC)	1	0	0	1
Nonfiction New (DNFNEW)	92	4	5	101
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	4	0	0	4
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	7	0	0	7
Software (DSWAR)	3	0	0	3
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	2	0	0	2
YA Biography (DYAB)	4	0	0	4
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	148	8	9	165
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	10	3	0	13
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	4	0	0	4
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	34	5	42
Blu-Ray (RBR)	1	200	0	201
Books on CD (RBKCD)	4	124	4	132
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	5	280	2	287
Digital Audiobooks (RDA)	1	22	0	23
DVD (RDVD)	45	2469	21	2535
Equipment (REQP)	0	1	0	1
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	28	0	28
Fiction (RFIC)	18	514	7	539
Fiction New (RFICNEW)	9	326	13	348

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	4	179	2	185
Hanging Bag (RHANG)	0	13	0	13
ILL (RILL)	1	89	2	92
Internet (RINTER)	0	1345	0	1345
Juv. Audio book (RJAUDB)	0	11	0	11
Juv. Biography (RJBIO)	4	26	1	31
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	24	0	24
Juvenile Easy (RJE)	23	574	5	602
Juv. Easy Non-fiction (RJENF)	2	36	0	38
Juv. Easy Reader (RJER)	8	235	1	244
Juv. Fiction (RJFIC)	4	479	3	486
Juv. Magazine (RJMAG)	0	1	0	1
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	12	354	4	370
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	3	0	3
Juv. Toddler (RJ TOD)	1	99	0	100
Large Print Fiction (RLPF)	18	169	5	192
Large Print Nonfic (RLPNF)	1	5	0	6
Magazine (RMAG)	0	338	0	338
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	1	0	1
Non-Fiction 100 (RNF100)	1	5	0	6
Non-Fiction 200 (RNF200)	0	25	0	25
Non-Fiction 300 (RNF300)	5	41	1	47
Non-Fiction 400 (RNF400)	0	1	0	1
Non-Fiction 500 (RNF500)	0	16	0	16
Non-Fiction 600 (RNF600)	9	111	4	124
Non-Fiction 700 (RNF700)	4	98	1	103
Non-Fiction 800 (RNF800)	0	11	0	11
Non-Fiction 900 (RNF900)	7	31	2	40
Nonfiction Blu-Ray (RNFBFR)	0	8	0	8
Nonfiction DVD (RNFDVD)	5	166	1	172
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	11	138	11	160
Nonfiction VHS (RNFBVHS)	0	0	0	0
Oversize (ROVER)	0	2	0	2
Professional Coll. (RPRO)	0	2	0	2
Reference (REF)	0	1	0	1
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	2	0	2
Software (RSWAR)	0	15	0	15
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	9	0	9
YA Biography (RYAB)	0	1	0	1

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	5	101	9	115
YA Music CD (RYACD)	0	24	0	24
YA Nonfiction (RYANF)	0	20	1	21
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	2	0	2
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	0	8	9
Blu-Ray (WBR)	1	3	190	194
Books on CD (WBKCD)	13	2	129	144
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	14	12	68	94
Digital Audiobooks (WDA)	0	0	22	22
DVD (WDVD)	19	22	1611	1652
Equipment (WEQP)	0	0	24	24
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	16	16
Fiction (WFIC)	21	16	261	298
Fiction Fantasy (WFICF)	0	2	4	6
Fiction Mystery (WFICM)	5	0	44	49
Fiction New (WFICNEW)	33	16	208	257
Fiction Science Fiction (WFICSF)	0	2	7	9
Fiction Western (WFICW)	0	0	7	7
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	28	28
Hanging Bags (WHANG)	0	2	2	4
ILL (WILL)	0	0	45	45
Internet (WINTER)	0	0	334	334
Juv. Audio book (WJAUDB)	0	0	8	8
Juv. Biography (WJBIO)	3	0	3	6
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	7	7
Juvenile Easy (WJE)	23	18	250	291
Juv. Easy Non-fiction (WJENF)	2	1	21	24
Juv. Easy Reader (WJER)	15	0	180	195
Juv. Fiction (WJFIC)	19	9	272	300
Juv. Magazine (WJMAG)	1	0	0	1
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	12	29	110	151
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	9	7	94	110
Large Print Fiction (WLPF)	14	4	94	112
Large Print Nonfic (WLPNF)	2	0	12	14
Magazine (WMAG)	23	0	263	286
Non-Fiction 000 (WNF000)	0	1	3	4
Non-Fiction 100 (WNF100)	0	0	8	8
Non-Fiction 200 (WNF200)	0	0	16	16
Non-Fiction 300 (WNF300)	3	1	15	19
Non-Fiction 400 (WNF400)	0	0	4	4

Non-Fiction 500 (WNF500)	0	0	6	6
Non-Fiction 600 (WNF600)	6	7	46	59
Non-Fiction 700 (WNF700)	0	1	15	16
Non-Fiction 800 (WNF800)	0	0	2	2
Non-Fiction 900 (WNF900)	3	3	29	35
Nonfiction Blu-Ray (WNFBR)	0	0	2	2
Nonfiction DVD (WNFDVD)	2	1	83	86
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	6	3	45	54
Nonfiction VHS (WNFVHS)	0	0	1	1
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	1	0	3	4
Software (WSWAR)	0	0	1	1
Vertical File (WVF)	0	0	3	3
VHS (WVHS)	0	0	0	0
YA Audio book (WYAUDB)	1	0	0	1
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	2	0	1	3
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	26	6	149	181
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	2	5	7
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	6798	9180	4951	20929

CIRCULATION BY HOLDINGS CODE
December 2015

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	22	2	3	27
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	26	39	13	78
Blu-Ray (BR)	167	212	192	571
Books on CD (BKCD)	154	131	139	424
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	198	318	73	589
Digital Audiobooks (DA)	12	22	25	59
DVD (DVD)	1264	2513	1636	5413
Equipment (EQP)	75	1	24	100
See librarian (ERR)	0	0	0	0

Express Book (EXP)	33	28	16	77
Fiction (FIC)	613	550	275	1438
Fiction Fantasy (FICF)	3	2	4	9
Fiction Mystery (FICM)	61	4	50	115
Fiction New (FICNEW)	351	355	234	940
Fiction Science Fiction (FICSF)	8	3	7	18
Fiction Western (FICW)	18	0	8	26
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	91	182	31	304
Hanging Bags (HANG)	12	15	2	29
ILL (ILL)	43	90	48	181
Internet (INTR)	630	1345	334	2309
Juv. Audio book (JAUDB)	16	11	8	35
Juv. Biography (JBIO)	23	26	4	53
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	21	25	7	53
Juvenile Easy (JE)	386	597	256	1239
Juv. Easy Non-Fiction (JENF)	43	37	21	101
Juv. Easy Reader (JER)	326	235	183	744
Juv. Fiction (JFIC)	376	506	280	1162
Juv. Holiday (JHOL)	164	7	5	176
Juv. Magazine (JMAG)	11	1	0	12
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	228	404	116	748
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	1	3	0	4
Juv. Toddler (JTOD)	113	107	94	314
Large Print Fiction (LPF)	196	177	103	476
Large Print Nonfic (LPNF)	18	7	12	37
Magazine (MAG)	395	338	265	998
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	5	3	3	11
Non-Fiction 100 (NF100)	5	5	8	18
Non-Fiction 200 (NF200)	21	27	17	65
Non-Fiction 300 (NF300)	44	46	16	106
Non-Fiction 400 (NF400)	1	1	4	6
Non-Fiction 500 (NF500)	19	16	7	42
Non-Fiction 600 (NF600)	104	126	51	281
Non-Fiction 700 (NF700)	54	103	16	173
Non-Fiction 800 (NF800)	5	11	2	18
Non-Fiction 900 (NF900)	39	34	32	105
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	76	172	84	332
Nonfiction (NFIC)	1	0	0	1
Nonfiction New (NFNEW)	109	145	61	315
Nonfiction VHS (NFVH)	0	0	1	1
Oversize (OVER)	0	2	0	2
Professional Coll. (PROF)	0	2	0	2
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	4	0	0	4

Reference (REF)	75	81	75	231
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	8	2	3	13
Software (SWAR)	3	15	1	19
Vertical File (VF)	0	0	3	3
VHS	0	0	0	0
YA Audio book (YAUDB)	3	9	0	12
YA Biography (YAB)	4	1	0	5
YA Books on CD (YABKCD)	2	0	1	3
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	179	115	167	461
YA Music CD (YACD)	0	24	0	24
YA Nonfiction (YANF)	10	25	6	41
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	4	2	0	6
				0
Free reads	575	221	86	882
Games/Puzzles	9	41	0	50
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	7457	9522	5112	22091

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1862	1342	783	3987
Nonfiction	577	740	368	1685
CHILDREN'S BOOKS				
Fiction	1223	1447	816	3486
Nonfiction	463	477	146	1086
YA BOOKS				
Fiction	270	297	198	765
Nonfiction	14	26	6	46
Magazines, Adult	395	338	265	998
Magazines, Children	11	1	0	12
Sound Recordings, adult	369	480	238	1087
Sound Recordings, ch	49	75	17	141
Online databases	0	0	0	0
Software	3	15	1	19
Vertical file	0	0	3	3
VHS/DVD/Blu-Ray	1507	2897	1913	6317
Equipment	75	1	24	100
Total	6818	8136	4778	19732
A-V Circulation	1928	3467	2169	7564
A-V Circulation as % of total	28.3%	42.6%	45.4%	38.3%

CIRCULATION STATISTICS

December 2015

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	Circulation	Added Vols.	Withdrew Vols.	Circulation	Added Vols.	Withdrew Vols.	Circulation	Total Circ.
XX										
ADULT BOOKS										
Fiction	102	126	1,862	82	87	1,342	84	104	783	3,987
Nonfiction	70	227	577	93	3	740	36	117	368	1,685
CHILDREN'S BKS										
Fiction	16	55	1,223	54	10	1,447	18	7	816	3,486
Nonfiction	4	145	463	9	21	477	2	2	146	1,086
YA BOOKS										
Fiction	1	314	270	7	109	297	13	0	198	765
Nonfiction	1	98	14	1	2	26	2	0	6	46
Magazines,Adult			395			338			265	998
Magazines, Child			11			1			0	12
Games, Toys										0
Sound Rec/Adult	21	3	369	54	0	480	20	56	238	1,087
Sound Rec/Child	4	2	49	8	0	75	0	0	17	141
Online Databases	0	0	0	0	0	0	0	0	0	0
Software	0	0	3	0	0	15	0	0	1	19
Vertical Files	0	0	0	0	0	0	0	0	3	3
VHS/DVD/BluRay	54	1	1,507	64	2	2,897	19	1	1,913	6,317
Equipment			75			1			24	100
TOTAL	273	971	6,818	372	234	8,136	194	287	4,778	19,732

END OF MONTH:

DEMOTTE

RENSSELAER

WHEATFIELD

Total Materials Owned

77,444

75,529

57.559

Circulation Increase/Decrease

-9.0%

-15.0%

-4.2%

MONTHLY SYSTEM STATISTICS

2014

2015

% change

Current month's Circulation

21,530

19.732

-8.4%

Jan. to date circulation

282,945

278,853

-1.4%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
					ADULT BOOKS
21,151	21,127	14,740	14,735	16,167	16,147 Fiction
20,471	20,314	21,051	21,141	9,844	9,763 Nonfiction
					CHILDREN'S BKS
15,375	15,336	13,811	13,855	12,034	12,045 Fiction
8,654	8,513	7,179	7,167	6,297	6,297 Nonfiction
					YA BOOKS
2,481	2,168	3,142	3,040	2,733	2,746 Fiction
612	515	576	575	152	154 Nonfiction
				0	0 Magazines,Adult
				0	0 Magazines, Child
0	0	20	20	0	0 Games, Toys
3,750	3,768	4,372	4,426	4,318	4,282 Sound Rec/Adult
615	617	655	663	893	893 Sound Rec/Child
18	18	29	29	7	7 Online Databases
209	209	224	224	-11	-11 Software
-60	-60	0	0	4	4 Vertical Files
4,748	4,801	9,450	9,512	5,157	5,175 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
78,142	77,444	75,391	75,529	57,652	57,559 TOTAL

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

December 2015

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	129	28	171	37	285	62	585	127
LOCAL HISTORY								
In person	1	0	21	6	2	1	24	7
Letters written	0	0	5	5	0	0	5	5
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	630	26	1345	56	334	14	2309	96
Internet use-Wireless	2046		2883		744		5673	
Computer software used	56	5	118	10	44	4	218	18
VCR Use	0	0	0	0	1	0	1	0
Microforms	0	0	9	1	0	0	9	1
CD ROM/Online databases	107	9	101	8	57	5	265	22
Typewriter use	0	0	0	0	2	0	2	0
Other equipment used	3	1	23	8	3	1	29	10
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	0		14		0		14	
Outreach activities	45	45	14	9	2	1	61	41
Notarized documents	2	1	7	2	10	3	19	5
Meeting Room Use (no. of group)	38	13	45	15	30	10	113	38
Study room use	15	1	60	5	50	4	125	10
Proctoring	3	2	2	1	1	1	6	3
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							1468	
IN-HOUSE USE ITEMS	214		574		174		962	
SELF-CHECKOUT USE	140		729		309		1178	
INTERLIBRARY LOANS								
Requests made for:	85	21	101	25	58	15	244	61
Items rec'd for:	75	38	80	40	75	38	230	115
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	7920	10486	4955	23361
Non-resident, paying	1	0	0	1
PLAC card users	0	3	0	3
Reciprocal borrowers	325	476	133	934
Number of New Patrons Added	18	20	13	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	2	12	0	0	2	12
Children's Programs (0-13)	4	24	24	144	9	54	37	222
Number attending	136		187		152		475	
YA Programs (14-17)	0	0	2	12	2	12	4	24
Number attending	3		69		18		90	
Adult Programs	3	18	7	42	0	0	10	60
Number attending	84		159		23		266	
Senior Citizen Programs	8	48	1	6	3	18	12	72
Number attending	54		78		28		160	
Total Number of Programs	15	90	36	216	14	84	65	390
Total Persons Attending	277		493		221		991	
Total Attending Same Month Last Yr.	284		233		288		805	
Total Staff Hours Spent		279		444		240		949
Total Number of In-House Program	9		35		11		55	
Total Attendance	171		468		102		741	
Total Number of Outreach Program	6		1		3		10	
Total Attendance	106		25		119		250	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5098	75.5%	5212	64.4%	3221	68.5%	13531	69.2%
Corporate	1	0.0%	51	0.6%	0	0.0%	52	0.3%
Juvenile 0-11	49	0.7%	232	2.9%	9	0.2%	290	1.5%
Juvenile-AV	576	8.5%	1029	12.7%	507	10.8%	2112	10.8%
Nonresident No Fee	0	0.0%	0	0.0%	1	0.0%	1	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	180	2.7%	283	3.5%	119	2.5%	582	3.0%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	26	0.4%	71	0.9%	3	0.1%	100	0.5%
Reciprocal YA	1	0.0%	2	0.0%	0	0.0%	3	0.0%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School AV	0	0.0%	15	0.2%	0	0.0%	15	0.1%
St. Joseph College	0	0.0%	50	0.6%	0	0.0%	50	0.3%
Staff	559	8.3%	741	9.2%	505	10.7%	1805	9.2%
Walking books	93	1.4%	148	1.8%	17	0.4%	258	1.3%
YA 12-17	13	0.2%	32	0.4%	3	0.1%	48	3.6%
YA-AV	156	2.3%	231	2.9%	318	6.8%	705	3.6%
Total	6752		8097		4703		19552	
 All items borrowed by nonresidents	 207	 3.1%	 421	 5.2%	 123	 2.6%	 751	 3.8%

2016 Salary Ordinance

Employee:	Classification	Date - Wage Increase	Hrs/ Week	Hourly Rate	Proposed Annual Gross Salary
Allen, Alyssa	Page- D	1/1,2/1,5/1,11/1	10	\$7.25/\$7.35/\$7.45/\$7.55	\$3,862.00
Amalong, Rebecca	TS Librarian - R	1/1	40	\$23.08	\$48,006.40
Barko, Donna	HR Spec 3 - R	1/1	32	\$16.82	\$27,988.48
Beedle, Marlene	Spec 1 - D	1/1	32	\$20.24	\$33,679.36
Belt, Sheree	Clerk - W	1/1,6/1	14	\$10.02/\$10.12	\$7,337.96
Birchett, Brandi	Clerk-D	1/1	13	\$10.58	\$7,152.08
Bishop, Nicole	Clerk-D	1/1,3/16,6/16,12/16	14	\$9.82/\$9.92/\$10.02/\$10.12	\$7,248.36
Bristol, Evie	Lib 3 - W	1/1	40	\$19.51	\$40,580.80
Carr, Renee	Spec 1 - D	1/1	10	\$21.00	\$10,920.00
Cavinder, Rachael	YS Spec 3 - W	1/1	35	\$19.83	\$36,090.60
Cox, Allie	Page- R	1/1	10	\$7.55	\$3,926.00
DeVries, Carolyn	Asst 2 - W	1/1	32	\$13.27	\$22,081.28
Del Vecchio, Yvonne	Asst 2 - D	1/1	32	\$13.33	\$22,181.12
Delger, Kim	Asst 2 - D	1/1	32	\$14.50	\$24,128.00
Duda, John	Janitor - R	1/1,2/16	15	\$11.59/\$11.94	\$9,281.70
Duran, Emily	Spec 1 - R	1/1	40	\$18.17	\$37,793.60
Edwardson, Jan	Clerk - R	1/1,4/1	12	\$10.02/\$10.12	\$6,299.28
Eenigenburg, Patricia	Clerk-D	1/1	19	\$10.58	\$10,453.04
Gilbert, Jason	Maintenance- W	1/1,3/16	12	\$13.13/\$13.52	\$8,385.00
Gilmore, Rayann	Bus. Mgr - R	1/1	40	\$18.28	\$38,022.40
Guritz, Carlie	Clerk - D	1/1,5/1	19	\$10.02/\$10.12	\$9,966.26
Hachlica, Nickole	Clerk- W	1/1	14	\$10.42	\$7,585.76
Hausenfleck, Karla	Asst 2 - D	1/1	35	\$13.07	\$23,787.40
Heuft, Crystal	Page- W	1/1,2/1,8/1	9	\$7.35/\$7.45/\$7.55	\$3,502.80
Hromada, William	Janitor-D/Courier	1/1	20	\$12.67	\$13,176.80
Hunter, Kimberly	Asst 2- R	1/1	40	\$12.50	\$26,000.00
Jones, Margaret	Janitor - W	1/1	10	\$12.99	\$6,754.80
Kristoff, Deborah	Lib 1- D	1/1	40	\$16.57	\$34,465.60
Kuhn, Rachel	Spec 1- R	1/1	35	\$13.42	\$24,424.40
Lambert, Jean	Asst 1- R	1/1	20	\$11.92	\$12,396.80
Lambert, Jean	Janitor - D	1/1	20	\$13.41	\$13,946.40
Lane, Cori	Clerk- R	1/1	12	\$10.12	\$6,314.88
Lentino, Kari	Page - R	1/1,5/1	10	\$7.45/\$7.55	\$3,909.00
Lintner, Asia	Page- R	1/1,3/1,9/1	10	\$7.35/\$7.45/\$7.55	\$3,884.00
Lyons, Diane	Clerk- R	1/1,1/16,7/16	17.5	\$9.92/\$10.02/\$10.12	\$9,156.70
Maxwell, Sheila	Sys Adm - R	1/1	40	\$30.75	\$63,960.00
Michelin, Margaret	Spec 3 - R	1/1	40	\$21.14	\$43,971.20
Molenaar, Mary	Spec. 1 - R	1/1	40	\$15.34	\$31,907.20
Nagel, Jessica	Page- R	1/1	10	\$7.55	\$3,926.00
Opolski, Diane	Asst 2 - W	1/1	32	\$18.32	\$30,484.48
Orsag, Hannah	Page - D	1/1,6/1	10	\$7.45/\$7.55	\$3,905.00
Phillips, Nancy	Asst 2 - R	1/1	35	\$14.20	\$25,844.00
Poortenga, Linda	Lib 3 - R	1/1	40	\$25.91	\$53,892.80
Postma, Benjamin	Maintenance- D	1/1,4/1	12	\$13.13/\$13.52	\$8,375.64
Salyer, Beth	Clerk-R	1/1	17.5	\$14.06	\$12,794.60
Sanders, Christina	Janitor-W	1/1	16	\$12.67	\$10,541.44
Smith, Cynthia	Clerk - R	1/1	29	\$11.14	\$16,799.12
Smith, Melissa	Asst 2 - R	1/1	40	\$13.27	\$27,601.60
Speacht, Nanette	Asst 2 - W	1/1	32	\$15.44	\$25,692.16
Stringfellow, Patty	Director - R	1/1	40	\$32.48	\$67,558.40
Tachtiris, Jill	Ref Spec 3 - D	1/1	40	\$21.31	\$44,324.80
Thompson, Linda	Asst 2 - W	1/1	32	\$16.88	\$28,088.32
Trainor, Neile	Clerk- W	1/1	14	\$10.12	\$7,367.36
Van Blaircom, Daniel	Maintenance- R	1/1,5/16	12	\$13.13/\$13.52	\$8,347.56
Vanderhere, Brianna	Page- D	1/1,3/16,9/16	10	\$7.35/\$7.45/\$7.55	\$3,878.00
Widner, Melissa	Spec 3 - R	1/1	40	\$17.90	\$37,232.00
Wilkinson, Rachel	YS Spec 3 - D	1/1,5/1	35	\$15.62/\$16.09	\$29,004.15
Wilma, Janice	Lib 2- R	1/1	35	\$17.48	\$31,813.60
Wynkoop, Dorene	Clerk-W	1/1	14	\$11.48	\$8,357.44
Zickmund, Robyn	Janitor - R	1/1,6/1	15	\$11.59/\$11.94	\$9,202.95
New Page	Page- W	1/1,4/16,7/16	9	\$7.25/\$7.35/\$7.45	\$3,447.90
TOTAL			1,485		\$1,239,144.78

We have examined and approved the year 2016 Jasper County Public Library Salary Ordinance dated January 11, 2016.

Natalie A. Huling
Jody M. Huling

Deana K. George
Janet Umbray

Director's Financial Report 2015

The library began the year with \$2,613,589.40 for all funds.

2015 began with \$623,237.03 in the Operating Fund. After purchasing property adjacent to the DeMotte Public Library, expending \$63,681.37 from our Operating Fund, we ended with a balance of \$621,832, while only spending 90.6% of our Operating Budget.

Property tax revenues were 102% of the anticipated amount. License Excise tax, CVET (Commercial Vehicle Excise Tax), and Financial Institution Tax were all slightly higher than anticipated at 108%, 116%, and 121% respectively. CAGIT (County Adjusted Gross Income Tax) and LOIT Freeze (Local Option Income Tax) came in as expected.

The IN State Library electronically transferred \$7,264.32 into JCPL's bank account for the 2015 ERate Reimbursement. This reimburses the library about 56% of our Internet connection costs. The amount that the Library receives from the State Library gets a little smaller every year, possibly due to more libraries taking advantage of the opportunity, and the cost of internet service keeps going up.

We have \$765,000 principal and \$49,795 interest left to pay on our Bond. The Bond will be paid off in January of 2018.

We spent \$25,192 out of LIRF this year to purchase the property adjacent to the DeMotte Public Library. We ended the year with \$174,701.97 in LIRF.

Capital Projects Fund earned \$9,497.07 primarily from interest on CDs. We have a balance of \$1,278,989.78.

Our sweep account at Alliance Bank interest rate was .10% all year. We redeemed 3 CDs during the year at an interest rate of .75%. We were able to re-invest \$1,225,000 of CPF and \$275,000 of Rainy Day funds at .75% for another year. The Investment Report is included in the board packet.

We did not spend all of our Operating Budget for 2015, leaving us with a healthy balance going into 2016. We will continue to watch spending in the new year. We believe that overall the financial picture for 2016 will be positive.

Accounting Practices for 2016

Interest from the Operating Fund and BIRF will be credited to the Operating Fund. LIRF (Library Improvement Reserve Fund) interest will be credited to the LIRF fund. Capital Projects Fund Interest will be credited to the Capital Projects Fund.

Janelle Harper will hold the office of Assistant Board Treasurer and be bonded as is the Treasurer. She will be authorized to sign checks in the absence of the Treasurer.

Alliance Bank, DeMotte State Bank, and PNC are designated as the library's depositories. The majority of the library's funds will be deposited in Alliance Bank. A threshold amount is retained in a checking account there to offset bank charges; the remainder is invested in a Repurchase Agreement.

The Director is authorized to invest library funds in Certificates of Deposit when she deems it to be in the best interests of the Library.

Mileage will be paid at the IRS approved rate.

For employees working 35 or more hours per week, the Library will pay 80% of their health/life insurance premiums through Anthem Blue Cross/Blue Shield. For employees working 30-34 hours per week, the Library will pay 50% of the health/life insurance premium. The Library will pay all but \$1.00 of the life insurance policy for all employees working 30 hours or more per week that elected to take only life insurance.

Electronic fund transfers will be used to pay state, county and federal payroll taxes and INPRS payments. They may also be used as an emergency measure when the library is unable to make a timely contractual payment by check.

The Library will pay employees through the use of direct deposit.

Online banking may be used to make payments for utilities, insurance, conference fees, telephone charges, courier mileage, trash pick-up, and other bills that would otherwise incur late fees between library board meetings.

The Director and Business Manager are authorized to make internal bank transfers between library accounts.

The Director may dispose of unwanted or inoperable library property without board approval as long as it has a value of \$1000 or less per item, with a cumulative value of no more than \$5000. Library listservs, E-bay, or other similar online sites will be used for disposal when this seems the most cost-effective method to use.

Circulating Software Policy

Selection criteria:

- The software must have a good recommendation from a reputable source.
- We will purchase a variety of informational, educational and recreational software.
- Only items with complete documentation will be circulated.
- We will buy dual or hybrid CD/DVD ROMs when possible for Mac and Microsoft Windows operating systems. Programs should be able to run on various versions of Windows, including the most recent version and the last two versions.
- We will not buy items which can be useful only if patrons make an illegal copy, (i.e. a home inventory or genealogy program)
- Both children's and adult titles will be purchased

Circulation Policy:

Patrons may check out as many items as they wish.

One renewal will be allowed.

Loan period will be three (3) weeks.

Software may be reserved and may be intralibrary loaned.

An overdue charge of 10 cents per day will be assessed for late returns.

Software may be borrowed by any person with a JCPL borrowers' card

Fines and Charges

- Fee for loss/damage to software will be the original cost plus a \$10 processing fee
- Fee for loss or damage to the user's manual or notebook is \$5.00 for one item, \$10.00 for more than one item.

The Library will make copies of the users' manuals before releasing the software for circulation.

1/97; revised 1/10; revised 7/12; reviewed 1/16

Fixed Asset Inventory Policy

Capital purchases (furniture, equipment, books, periodicals and software and improvements to building and grounds) of \$200 or more will be added to the Fixed Asset Inventory.

3/04; reviewed 1/16

RESOLUTION TO PAY BILLS WITH PRIOR APPROVAL

Whereas, the Jasper County Public Library must pay its bills on time and the Jasper County Public Library board requests that all bills be paid by their due date, Jasper County Public Library board approves the following types of disbursements be made before the monthly regular scheduled library board meeting as allowed by Indiana Code 36-12-3-16(a)(1-17):

- Property or services purchased or leased from the United States government or its agencies and the state, its agencies, or its political subdivision.
- Dues, subscriptions, and publications.
- License or permit fees.
- Insurance premiums.
- Utility payments or connection charges.
- Federal grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced.
- Grants of state funds authorized by statute.
- Maintenance and service agreements.
- Legal retainer fees.
- Conference fees.
- Expenses related to the educational or professional development of an individual employed by the library board, including:
 - (A) inservice training;
 - (B) attending seminars or other special courses of instruction; and
 - (C) tuition reimbursement; if the library board determines that the expenditures under this subdivision directly benefit the library.
- Leases or rental agreements.
- Bond or coupon payments.
- Payroll costs.
- State, federal, or county taxes and mandated garnishments.
- Expenses that must be paid because of emergency circumstances.
- Credit card and Store Charge Account payments
- Mileage expenses for courier service by employee
- expenses incurred to advertise and promote the programs and services of the library
- Merchant processing fees for card processing service
- Other expenses described in another library board resolution.

The Jasper County Public Library board requests that each payment of expenses lawfully incurred for library purposes must be supported by a fully itemized invoice or other documentation. The library director must certify to the library board before

payment that each claim for payment is true and correct. This certification must be on a form prescribed by the State Board of Accounts. The library board shall review and allow the claim at the library board's first regular or special meeting following the payment of a claim under this section.

Adopted this 11th day of January, 2016.

NAY

AYE

Moh HZ
Natalie A. Ukling
Jody Melton
Deanna F. George
Janet Ambs

ATTEST:

Natalie A. Ukling
Secretary of Appropriating Body

R18

LAW OFFICES
DUMAS, WEIST & MAHNESMITH

AN ASSOCIATION INCLUDING A PROFESSIONAL CORPORATION

119 WEST HARRISON STREET
RENSSELAER, INDIANA
47978

MEMBERS OF THE FIRM
RENSSELAER OFFICE:
EDWARD P. DUMAS
KENT E. MAHNESMITH

FOWLER OFFICE:
WILLIAM B. WEIST
JOHN C. WRIGHT
WEIST BUILDING
P.O. BOX 101
FOWLER, IN 47844
(765) 864-1640
FAX (765) 864-8450

THOMAS B. DUMAS
(1916-1996)
WILLIAM J. MORIARTY, JR.
(1939-1983)

(219) 866-4158
FAX (219) 866-2274
edd@nwls.com
kentm@nwls.com

August 22, 2007

Patti Stringfellow, Administrator
Jasper County Public Library
208 W. Susan Street
Rensselaer, IN 47978

Re: Conflicts of Interest

Dear Patti:

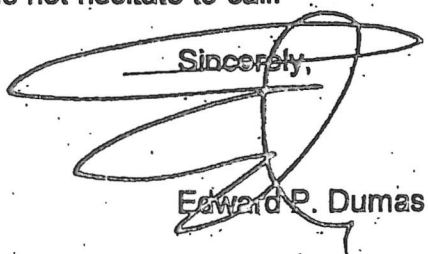
I am enclosing for your file a copy of Indiana Code 35-44-1-3.

This statute provides that a public servant who knowingly or intentionally has a pecuniary interest in, or who derives a profit from, a contract or purchase with an action by the governmental entity served by the public service commits a crime. However, no crime is committed so long as the public servant makes disclosure under Sections (d)(1) through (d)(6). In order to file disclosures, you can see the required information in subparagraph (d). You will also note that the disclosure statement must be filed with the State Board of Accounts and the Clerk of the Circuit Court in the County where the governmental entity takes action on the contract or purchase.

Therefore, with respect to any disclosures required by your Board members, please note the filing requirements.

If you have further questions, please do not hesitate to call.

Sincerely,



Edward P. Dumas

EPD:bm
Enclosure

**Jasper County Public Library
INDIANA STATE PARK ENTRANCE PASS POLICY**

- Each Library has one Indiana State Park Pass for circulation to Resident Adult borrowers.
- Pass must be returned to owning library.
- Loan period for the pass is 7 days.
- No Renewal is allowed; cannot transfer pass to another patron card on return
- No Holds are allowed
- Overdue fine is \$1 per day
- \$50 fee for replacement of lost pass plus a \$10 processing fee

This pass permits entrance into State Parks. It does not cover camping fees, cabin rentals, user fees or other fees associated with the use of Indiana's State Parks (more information on the back side of pass).

This is a one-year program offered as a part of the Indiana State Parks Centennial Celebration for 2016.

Adopted January 2016

Director's Report December 2015

Board of Finance:

Each January, the Library Board is required to organize as a 'Board of Finance', elect officers, receive an annual investment report, and review their investment and financial policies and practices. You have always chosen to elect the officers of the Library Board as the officers of the Board of Finance. **The board will need to vote to elect the officers of the Library Board as the officers of the Board of Finance.**

Please see R 8 for your 2015 Director's Financial Report.

We recommend that the Accounting Practices 2016 be adopted. Please refer to R 9 to review the recommended Accounting Practices 2016.

The Board will need to adopt the Resolution to Pay Bills with Prior Approval. Please see R 16.

The Library Board needs to designate that the Rensselaer Republican and the Kankakee Valley Post News are the two newspapers the Library will use to publish notices.

Consent Agenda:

You will be approving the minutes of the December board meetings, bills, and financial reports.

2016 Salary Ordinance: Please refer to R 7. The 2016 Salary Ordinance reflects a 3% increase in the salary of all employees eligible for a full increase as approved at the December 2015 meeting. Some new employees (or employees recently given new positions) will get no % increase. **If you approve the Consent Agenda items, you will approve the 2016 Salary Ordinance.**

Policies for Review: Two policies are scheduled for review in January 2016 – Circulating Software Policy and Fixed Asset Inventory Policy. No revisions are recommended.

Conference Request: We wish to send Rensselaer Children's Librarian, Janice Wilma, to a Professional Growth and Development Conference on February 23, in Indianapolis. Cost to attend this all day training is \$149. Topics to be covered include: confident communication, conflict management, assertiveness, leading,

and handling difficult situations. **If you approve the Consent Agenda items, you will approve Janice Wilma attending the Professional Growth and Development Conference.**

General Business:

Oath of Office – Janet Umlauf: Janet has been reappointed to our board by the County Commissioners for another four year term. She will take her oath of office at the January meeting.

Oath of Office – Treasurer: Mark Heinig will take his oath as Treasurer. Janelle will not be in attendance in January so will take her oath as Assistant Treasurer in February.

Conflict of Interest: In August of 2007 I received a letter from Ed Dumas that he asked me to share with all Board members at our January meeting. Please see R 18. For several years Tim has signed a conflict of interest form due to his ownership of a hardware store in DeMotte with whom we do some business. If, after reading this letter, you feel it necessary to sign a conflict of interest form, we can provide one for you and will file it with the appropriate government office.

Committee Assignments: According to the Bylaws of the Board of Trustees the President shall appoint 3-member standing committees at the January meeting. Standing committees shall consist of the Budget Committee, Bylaws and Policy Review Committee, Director's Evaluation Committee, and Nominating Committee. Other committees shall be appointed at the discretion of the President.

Indiana State Park Pass: In 2016 Hoosiers can check out a State Park Entrance pass from public libraries in Indiana. The State Park Centennial Annual Pass Library Check-out Program is a partnership between Indiana State Parks and the Indiana State Library to encourage people to visit libraries and parks. One pass has been provided for each public library system in the state providing access to Indiana's 32 state parks and also to Indiana's state forest recreation areas where entrance fees are charged. We received one free pass from the State Library on December 28 and have purchased two more so that each of our library locations would have one to circulate. Passes will be available for check-out through December 31 when the passes expire. This is a one-year program offered as a part of the Indiana State Parks Centennial Celebration for 2016. In order for Jasper County Public Library to circulate state park passes the board needs to adopt circulation parameters. Please see R 20. A board vote is required.

Director's Report:

I spent the last month of the year presenting year-end reviews and preparing for 2016. There are numerous documents that have to be created, duplicated, and distributed as we transition to a new business year.

We did receive restitution for half of the costs to repair our vandalized fence at Rensselaer Library. We have been advised that we will soon receive the other half of the repair cost. With the help of local police we were able to determine who was responsible for damages that occurred last summer, and with the help of the probation department we have been able to seek and receive restitution.

In December Children's Librarian, Janice Wilma, and I met with the new Director of the Robinson Memorial Library at Saint Joseph's Library, Tim Salm. We told him about our library system and resources, and he told us about his library and some needs that they have. It is clear to us that we have the means to meet a few of their needs and see some opportunities for partnership. We will be pursuing these opportunities with additional meetings in January. Linda Poortenga, Headquarters Librarian, will also participate in these discussions.

We are actively working on our 1000 Books Before Kindergarten Program that we plan to launch in May in conjunction with Children's Book Week. This program encourages parents to read 1000 books to their children before kindergarten. It is a very exciting literacy project! As a part of this program we will provide a keepsake reading log for each participating child/parent. We want to incorporate local art into this reading log and are partnering with the Prairie Arts Council to seek art and judge/select the art that will be used. Our Children's Librarians are working together on this project with DeMotte Youth Services Specialist, Rachel Wilkinson, leading the project. You will be hearing more about this in upcoming weeks.

We did change carriers for our Director and Officers Insurance. Our previous carrier was Markel. When the renewal rate came in at year's end it showed a large premium increase. Our agent Stace Pickering had been seeing large increases with that particular carrier so at renewal time he brought us several quotes for our consideration. We selected Great American to be our new provider. The premium for this coverage that provides \$2 million in Director and Officers liability and \$2 million in employment practices liability is \$3645. We have the same coverage that we did previously, but it is with a different carrier.

System Administrator News

Sheila viewed the following webinars in December: ENA Webinar: What's New in 2016 E-rate?; Measuring What Matters with Google Analytics; SRCS Webinar; 15 Ways to Improve your Library's Facebook Page; and Taking Time to Teach Technology to Technophobes.

She was also busy with replacement pc configuration and SRCS research.

Technical Services News

Becky reports, "We upgraded our ILS to Release 40. This release had some major bug fixes for LS2Staff, so it should be much easier to use. It also fixed some issues in LS2PAC with faulty characters in the MARC record."

She continues, "We had a wonderful staff Christmas Party, were able to catalog some special items for the Indiana Bicentennial, and participated in the kickoff on December 11, 2015."

DeMotte Library News

Debbie reports, "Each year the Friends of the Library give money for the Indiana room. Instead of using the monetary donation for books this year, the friends gave permission to purchase some pictures. We purchased 7 custom framed 16x20 canvases. The custom framed canvases are taken from historical pictures from the Indiana Room collection. We will hang these canvases in the public area of the library when the painting is finished."

She continues, "For the Bicentennial kick-off celebration Kim baked cardinal cookies and was helped by Yvonne and Karla. Jill baked Indiana shaped cookies. The entire DeMotte Team worked hard to make it a special day. We served cookies, coffee, tea, and hot cocoa to all of our patrons."

Rensselaer Library News

Linda reports, "The weather outside is unseasonably WARM....and the library once again looks festive, with all the trees decorated for the Christmas Walk; organizations participating this year are TOPS, SPAWS, LDS Youth group, Tri Kappa, Heroes Tree, Psi Iota Xi, and Hanging Grove Progressives/4-H Club. The library collected a total of 804 items and a \$10 cash donation. As a NHS service project, Matthew Poortenga counted, and delivered all items on December 21st to the Good Samaritan Food Pantry. The library survived the ice storm without any noticeable damage, other than a few small branches on the ground."

Janice reports, "We had a great turn out for our Santa Visit with twenty five people registering but over thirty kids participating. The teen Chat and Chew was a big success too with twelve participants. We had an opportunity to do crafts with kids in the library on their Christmas break as well as provide a movie for them. The Saint Augustine teachers and students always enjoy their visits to the library. I'm looking forward to a very busy 2016."

Wheatfield Library News

Evie reports, "It was a short month, yet we were able to accomplish quite a bit in the time we were here. It was a lot of fun informing patrons of the start of Indiana's bicentennial by decorating Indiana-shaped cookies – it seemed that patrons who participated were delightfully surprised by the unexpected fun and yummy treats."

She continues, "Rachael and Carolynn offered Christmas Story Time and Toddler Time sessions, which were a big hit with the kids! ... It was ... helpful having some overlap in clerks during the holiday weeks (only covering 3 days, instead of 5), as they were able to take some burden off of a shortage of senior staff (due to holidays and vacations). The clerks really deserve a lot of credit lately, as they have been working together so well to help one another out and be as productive as possible when here.

Please contact me if you are unable to attend the January Board Meeting or if you have any questions about materials in your packet.-Patty

JCPL FINANCIAL STATEMENT
December 31, 2015

	<u>Beginning 2015 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$623,237.03	\$181,525.98	\$2,272,940.29	\$388,653.83	\$2,271,535.26	\$621,832.00
Public Library Access Card Fund	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$9,969.20	\$526.98	\$13,416.45	\$2,329.31	\$15,180.80	\$11,733.55
DeMotte	\$2,381.86	\$108.23	\$4,122.59	\$200.00	\$5,021.36	\$3,280.63
Rensselaer	\$5,613.14	\$347.15	\$6,839.60	\$2,128.50	\$7,017.32	\$5,790.86
Wheatfield	\$1,974.20	\$71.60	\$2,454.26	\$0.81	\$3,142.12	\$2,662.06
Library Improvement Reserve Fund	\$199,707.47	\$0.00	\$25,192.00	\$14.84	\$186.50	\$174,701.97
Bond & Interest Redemption Fund	\$175,352.75	\$0.00	\$327,007.50	\$75,523.96	\$323,813.71	\$172,158.96
Rainy Day Fund	\$308,914.76	\$0.00	\$0.00	\$0.00	\$2,098.45	\$311,013.21
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$0.00	\$0.00	\$9,733.00	\$7,264.32	\$16,997.32	\$7,264.32
Capital Projects Fund	\$1,269,492.71	\$0.00	\$0.00	\$4.59	\$9,497.07	\$1,278,989.78
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$8,497.60	\$0.00	\$8,399.00	\$0.00	\$0.00	\$98.60
Sales Tax	\$127.05	\$0.00	\$128.00	\$21.43	\$174.64	\$173.69
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$192.88	\$0.00	\$192.88	\$0.00
Insurance Settlement Fund	\$12,301.81	\$0.00	\$6,858.83	\$0.00	\$7,465.94	\$12,908.92
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,943.48	\$93,248.43	\$7,943.48	\$93,248.43	\$0.00
FICA Tax Collected	\$0.00	\$7,511.00	\$88,345.99	\$7,511.00	\$88,345.99	\$0.00
State Tax Collected	\$3,176.93	\$3,539.52	\$41,346.11	\$3,565.74	\$41,734.87	\$3,565.69
County Tax Collected	\$2,485.61	\$2,761.87	\$32,466.05	\$2,786.33	\$32,766.82	\$2,786.38
Deferred Comp.	\$0.00	\$2,010.00	\$23,640.00	\$2,010.00	\$23,640.00	\$0.00
#125 Pre-tax Plan	\$5.76	\$3,220.03	\$37,132.08	\$3,219.27	\$37,126.32	\$0.00
Employee Life Insur.	\$0.72	\$219.36	\$2,623.20	\$219.36	\$2,622.48	\$0.00
Employee INPRS	\$0.00	\$3,008.68	\$35,531.09	\$3,008.68	\$35,531.09	\$0.00
Garnishments	\$0.00	\$0.00	\$108.00	\$0.00	\$108.00	\$0.00
Credit Union	\$0.00	\$0.00	\$43.28	\$0.00	\$43.28	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,613,589.40	\$212,266.90	\$3,018,402.18	\$504,076.14	\$3,002,309.85	\$2,597,497.07

Bank Balances
Jasper County Public Library
Report as of: 12/31/15

Bank		
1	Alliance Bank	\$1,070,534.00
2	Demotte State Bank	\$14,809.88
4	PNC Bank	\$11,883.19
5	Cash On Hand	\$270.00
9	Fifth Third Bank CD#002-0668762355	\$0.00
10	Fifth Third Bank CD#002-0668762363	\$0.00
6	Fifth Third Bank CD#002-0668786509	\$0.00
3	CD#002-0668943762 Fifth Third Bank	\$500,000.00
7	CD#002-0668943754 Fifth Third Bank	\$275,000.00
8	CD#002-0668943770 Fifth Third Bank	\$725,000.00
Total all banks =		\$2,597,497.07

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

OPEN INVESTMENTS:

<u>Renewal Date</u>	<u>CD #</u>	<u>Issued By</u>	<u>Terms</u>	<u>Principal</u>	<u>%-Interest</u>	<u>Account</u>	<u>Purchase Date</u>	<u>Interest Earned</u>	<u>Comments</u>
8/18/16	002-0668943762	Fifth Third Bank	12 mon	\$500,000.00	0.750%	CPF	8/19/15		
8/18/16	002-0668943754	Fifth Third Bank	12 mon	\$275,000.00	0.750%	Rainy Day	8/19/15		
8/18/16	002-0668943770	Fifth Third Bank	12 mon	\$725,000.00	0.750%	CPF	8/19/15		

CLOSED INVESTMENTS:

6/24/15	002-0668762355	Fifth Third Bank	12 mon	\$ 275,000.00	0.750%	Rainy Day	6/24/14	\$2,098.45	
6/24/15	002-0668762363	Fifth Third Bank	12 mon	\$ 725,000.00	0.750%	CPF	6/24/14	\$5,532.27	
8/18/15	002-0668786509	Fifth Third Bank	12 mon	\$ 500,000.00	0.750%	CPF	8/18/14	\$3,815.36	

TOTAL INTEREST EARNED:

\$11,446.08

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 12/1/15 To 12/31/15

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$65,582.00	\$0.00	\$65,582.00	\$5,465.20	\$65,502.67	\$79.33	99.9
1.12 SALARY OF ASSISTANTS	\$1,082,897.00	(\$4,360.09)	\$1,078,536.91	\$88,457.81	\$1,049,490.42	\$29,046.49	97.3
1.13 WAGES OF JANITORS	\$68,692.00	\$4,360.09	\$73,052.09	\$6,915.23	\$73,052.09	\$0.00	100.0
1.21 EMPLOYER'S SHARE-FICA	\$93,114.00	\$0.00	\$93,114.00	\$7,510.96	\$88,345.88	\$4,768.12	94.9
1.22 UNEMPLOYMENT COMPENSATION	\$3,544.00	\$0.00	\$3,544.00	\$0.00	\$3,434.05	\$109.95	96.9
1.23 EMPLOYER'S CONTRIB.- PERF	\$108,799.00	\$0.00	\$108,799.00	\$8,978.62	\$106,057.81	\$2,741.19	97.5
1.24 EMPLOYER'S CONTRIB.- INS.	\$132,389.00	\$0.00	\$132,389.00	\$9,177.97	\$124,491.14	\$7,897.86	94.0
Subtotal	\$1,555,017.00	\$0.00	\$1,555,017.00	\$126,505.79	\$1,510,374.06	\$44,642.94	97.1
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$89.91	\$455.45	\$144.55	75.9
2.12 STATIONERY AND PRINTING	\$550.00	\$0.00	\$550.00	\$0.00	\$187.17	\$362.83	34.0
2.13 OTHER OFFICE SUPPLIES	\$7,500.00	\$990.33	\$8,490.33	\$137.50	\$8,490.33	\$0.00	100.0
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$50.17	\$6,050.17	\$697.88	\$6,050.17	\$0.00	100.0
2.23 OTHER OPERATING SUPPLIES	\$7,000.00	\$0.00	\$7,000.00	\$195.18	\$6,199.47	\$800.53	88.6
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$760.78	\$239.22	76.1
2.32 PAINT AND PAINTING SUPPLIES	\$200.00	\$0.00	\$200.00	\$0.00	\$190.26	\$9.74	95.1
2.33 REPAIR PARTS	\$2,000.00	(\$1,040.50)	\$959.50	\$0.00	\$686.27	\$273.23	71.5
2.41 LIBRARY SUPPLIES	\$14,900.00	\$0.00	\$14,900.00	\$155.92	\$13,994.66	\$905.34	93.9

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$36.46	\$13.54	72.9
Subtotal	\$39,800.00	\$0.00	\$39,800.00	\$1,276.39	\$37,051.02	\$2,748.98	93.1
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$5,000.00	\$0.00	\$5,000.00	\$158.00	\$4,091.50	\$908.50	81.8
3.14 OTHER PROFESSIONAL SERVICES	\$6,500.00	\$0.00	\$6,500.00	\$173.64	\$5,818.81	\$681.19	89.5
3.145 DATABASES & LICENSING SERVICES	\$26,620.00	\$0.00	\$26,620.00	\$0.00	\$23,303.77	\$3,316.23	87.5
3.146 E-BOOKS SERVICES	\$18,700.00	\$0.00	\$18,700.00	\$0.00	\$3,000.00	\$15,700.00	16.0
3.21 TELEPHONE	\$4,200.00	\$0.00	\$4,200.00	\$111.86	\$3,362.00	\$838.00	80.0
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$7.18	\$2,777.32	\$222.68	92.6
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$2,846.73	\$19,277.28	\$722.72	96.4
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$240.11	\$7,798.65	\$201.35	97.5
3.25 FREIGHT	\$2,000.00	\$0.00	\$2,000.00	\$183.29	\$1,761.09	\$238.91	88.1
3.26 NETWORKING	\$64,860.00	(\$728.25)	\$64,131.75	\$1,081.00	\$6,310.95	\$57,820.80	9.8
3.31 ADVERTISING & PUBLIC NOTICES	\$800.00	\$0.00	\$800.00	\$0.00	\$238.61	\$561.39	29.8
3.33 MARKETING ADVERTISING	\$1,800.00	\$0.00	\$1,800.00	\$163.83	\$1,766.96	\$33.04	98.2
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$250.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$29,500.00	\$0.00	\$29,500.00	\$1,507.00	\$28,947.90	\$552.10	98.1
3.51 GAS	\$45,000.00	\$0.00	\$45,000.00	\$1,303.30	\$17,570.93	\$27,429.07	39.0
3.52 ELECTRICITY	\$100,000.00	\$0.00	\$100,000.00	\$6,755.01	\$88,532.61	\$11,467.39	88.5
3.53 WATER	\$4,000.00	\$0.00	\$4,000.00	\$270.75	\$3,661.92	\$338.08	91.5
3.54 WASTE DISPOSAL SERVICES	\$6,500.00	\$31.56	\$6,531.56	\$569.03	\$6,531.56	\$0.00	100.0
3.61 BUILDING & STRUCTURES	\$55,920.00	\$0.00	\$55,920.00	\$11,167.39	\$54,770.37	\$1,149.63	97.9
3.62 EQUIPMENT REPAIRS	\$1,000.00	\$672.50	\$1,672.50	\$445.00	\$1,672.50	\$0.00	100.0
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$11.95	\$268.40	\$31.60	89.5
3.91 DUES	\$1,875.00	\$24.19	\$1,899.19	\$0.00	\$1,899.19	\$0.00	100.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.93 TAXES & ASSESSMENTS	\$250.00	\$0.00	\$250.00	\$0.00	\$240.00	\$10.00	96.0
3.94 TRANSFER TO LIRF	\$100,000.00	(\$63,448.37)	\$36,551.63	\$0.00	\$0.00	\$36,551.63	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$45.11	\$145.11	\$0.00	\$45.11	\$100.00	31.1
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$112,057.00	\$0.00	\$112,057.00	\$758.39	\$109,667.55	\$2,389.45	97.9
Subtotal	\$618,352.00	(\$63,403.26)	\$554,948.74	\$27,753.46	\$393,564.98	\$161,383.76	70.9
<i>4. Capital Outlays</i>							
4.1 LAND	\$0.00	\$63,448.37	\$63,448.37	\$0.00	\$63,448.37	\$0.00	100.0
4.4 FURNITURE & EQUIPMENT	\$51,648.00	\$0.00	\$51,648.00	\$1,268.95	\$47,749.12	\$3,898.88	92.5
4.51 BOOKS	\$160,300.00	\$0.00	\$160,300.00	\$20,448.98	\$147,765.69	\$12,534.31	92.2
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$484.43	\$21,320.86	\$3,679.14	85.3
4.53 NONPRINTED MATERIALS	\$58,000.00	\$0.00	\$58,000.00	\$3,787.98	\$51,165.14	\$6,834.86	88.2
Subtotal	\$294,948.00	\$63,448.37	\$358,396.37	\$25,990.34	\$331,449.18	\$26,947.19	92.5
Grand Total	\$2,508,117.00	\$45.11	\$2,508,162.11	\$181,525.98	\$2,272,439.24	\$235,722.87	90.6

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
12/29/15	100 OPERATING FUND	1.12 SALARY OF ASSISTANTS	(\$4,360.09)	Transfer per Board Mtg Approval 12/29/15
12/29/15	100 OPERATING FUND	1.13 WAGES OF JANITORS	\$4,360.09	Transfer per Board Mtg Approval 12/29/15
12/29/15	100 OPERATING FUND	2.13 OTHER OFFICE SUPPLIES	\$990.33	Transfer per Board Mtg Approval 12/29/15
12/29/15	100 OPERATING FUND	2.21 CLEANING & SANITATION SUPPLIES	\$50.17	Transfer per Board Mtg Approval 12/29/15
12/29/15	100 OPERATING FUND	2.33 REPAIR PARTS	(\$1,040.50)	Transfer per Board Mtg Approval 12/29/15
12/29/15	100 OPERATING FUND	3.26 NETWORKING	(\$728.25)	Transfer per Board Mtg Approval 12/29/15
12/29/15	100 OPERATING FUND	3.54 WASTE DISPOSAL SERVICES	\$31.56	Transfer per Board Mtg Approval 12/29/15
12/29/15	100 OPERATING FUND	3.62 EQUIPMENT REPAIRS	\$672.50	Transfer per Board Mtg Approval 12/29/15
12/29/15	100 OPERATING FUND	3.91 DUES	\$24.19	Transfer per Board Mtg Approval 12/29/15
12/29/15	100 OPERATING FUND	3.94 TRANSFER TO LIRF	(\$63,448.37)	Transfer per Board Mtg Approval 12/29/15
2/9/15	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$45.11	Refund on Ovrpymt Pd 1/14/15 - A/P#104
12/29/15	100 OPERATING FUND	4.1 LAND	\$63,448.37	Transfer per Board Mtg Approval 12/29/15
12/29/15	130 LIRF FUND	3.14 OTHER PROFESSIONAL SERVICES	(\$10,000.00)	Transfer per Board Mtg Approval 12/29/15
12/29/15	130 LIRF FUND	3.61 BUILDING & STRUCTURES	(\$15,192.00)	Transfer per Board Mtg Approval 12/29/15
12/29/15	130 LIRF FUND	4.1 LAND	\$25,192.00	Transfer per Board Mtg Approval 12/29/15

Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$45.11
130	\$0.00

F4a

Voucher List
Jasper County Public Library

Report Date: From 12/1/15 To 12/31/15

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	1000	PAYROLL	12/10/15	PAYROLL	\$49,835.68
0	1001	BILL HROMADA	12/10/15	Courier Mileage, 11/15-11/30/15 (Conf #328)	\$356.50
0	1002	GREAT-WEST RETIREMENT S	12/10/15	Annuity Withheld 12/10/15 payroll (Conf. #332)	\$1,005.00
0	1003	INDIANA DEPARTMENT OF RE	12/10/15	EFT-State & County Taxes w/held November 2015 Payrolls (Ref #72293)	\$6,301.39
0	1004	INPRS fbo PERF	12/10/15	12/10/15 Payroll Contributions	\$5,951.19
0	1005	IRS USA TAXPAYMENT	12/10/15	EFT-FICA & Federal Taxes w/held 12/10/15 (Ref #33293126)	\$11,357.85
0	1006	TOWN OF DEMOTTE	12/10/15	DeM: Sewer & Water- November 2015 (conf# 329)	\$167.64
0	1007	TOWN OF DEMOTTE	12/10/15	DeM: Sewer & Water- House - November 2015 (Conf #330)	\$84.72
0	1008	TOWN OF WHEATFIELD	12/10/15	Wh: Sewer- December 2015 (conf# 331)	\$56.65
34346	1009	AARON'S LAWN CARE	12/14/15	Fall clean-up, snow removal	\$1,010.00
34347	1010	ACE HARDWARE	12/14/15	Key, reflective vinyl letters	\$5.65
0	1011	ALLIANCE BANK	12/14/15	Direct Deposit Fees November 2015	\$37.20
34348	1012	ANTHEM BLUE CROSS BLUE	12/14/15	Health Insurance premiums- December 2015	\$11,233.28
34349	1013	ANTHEM LIFE	12/14/15	Life Insurance premiums- December 2015	\$100.62
34350	1014	BAKER & TAYLOR	12/14/15	Books, Continuations, AV, Auto. Yours	\$14,998.03
34351	1015	BAKER & TAYLOR ENTERTAIN	12/14/15	DVDs	\$650.09
34352	1016	BLUETARP FINANCIAL, INC	12/14/15	Fluourescent lamp holder	\$2.98
34345	1017	A. E. BOYCE COMPANY, INC.	12/14/15	W2 forms & envelopes, 1099 forms & envelopes	\$89.91
34353	1018	BUSINESS CARD	12/14/15	Bookkeeping Workshop expenses, AVC Users Group meeting expenses, Reference Counterparts meeting expenses, Branch Counterparts meeting expenses, ILF Conference expenses, cricut mats	\$253.59
34354	1019	CONSOLIDATED INSURANCE	12/14/15	Worker's Compensation Audit of 4/16/14-4/16/15, additional premium due	\$1,507.00
34355	1020	CRESTLINE SPECIALTIES, INC	12/14/15	Promotional coasters	\$163.83
34356	1021	CULLIGAN WATER CONDITIO	12/14/15	Wh: Water Cooler Rental-December 2015	\$11.95
34357	1022	DEBORAH KRISTOFF	12/14/15	Staff Party expenses, snacks for Friends of the Library group Christmas decorating	\$71.64
34358	1023	DELTA DENTAL	12/14/15	Dental Insurance premiums- December 2015	\$522.18
34359	1024	DIANE OPOLSKI	12/14/15	Mileage 11/30/15: Positivity Meeting	\$25.30
34360	1025	DONNA BARKO	12/14/15	Mileage 9/14-12/7/15: Bank deposits, Post Office, New Employee Orientation, Courthouse	\$41.69
34361	1026	EMILY DURAN	12/14/15	Mileage 11/17/15: ILF Conference	\$123.05
34362	1027	ENA SERVICES LLC	12/14/15	Internet service for November 2015	\$1,081.00
34363	1028	ENGAGED PATRONS.ORG	12/14/15	Events Page Hosting Service 1/1/16-12/31/16	\$229.00
34364	1029	FASE-KALUF TV & APPLIANCE	12/14/15	Stereo to dual R cables, couplers	\$29.95
34365	1030	FINDAWAY WORLD, LLC	12/14/15	Playaways	\$246.45
34366	1031	FLEX-PAC INC	12/14/15	Hand soap, toilet paper	\$197.74
34367	1032	HP Products	12/14/15	Trash bags, dust mop heads	\$46.84
34368	1033	INDIANA WASTE SERVICE	12/14/15	DeM: Trash Pick-up, December 2015	\$87.70
34369	1034	JEAN LAMBERT	12/14/15	Mileage 9/14-11/16/15: Take recycling, pick up cleaning supplies	\$9.66
34370	1035	KIMBERLY HUNTER	12/14/15	Mileage 11/13/15: Circulation Counterparts meeting; ILF expenses	\$38.30
34371	1036	KIRBY RISK CORPORATION	12/14/15	Light bulb	\$20.52
34372	1037	LEGAL DIRECTORIES PUBLIS	12/14/15	Continuations	\$69.75
34373	1038	LINDA POORTENGA	12/14/15	Mileage 11/4-11/12/15: Branch Managers Counterparts meeting, Reference Counterparts meeting, Management meeting, B2B event	\$149.50

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
34374	1039	MARLENE BEEDLE	12/14/15	Mileage 11/17/15: ILF Conference	\$153.53
34375	1040	MOTION PICTURE LICENSING	12/14/15	Wh: Movie License 1/3/16-1/3/17	\$105.39
34376	1041	NANETTE SPEACHT	12/14/15	Mileage 11/13/15: Circulation Counterparts meeting	\$9.20
34377	1042	OFFICE DEPOT	12/14/15	Copy paper	\$137.50
34378	1043	PATTY STRINGFELLOW	12/14/15	ILF expenses; Mileage 11/12-12/4/15: Management meeting, B2B Author Visit, Directors meetings, ILF Conference, AVC meeting	\$367.51
34379	1044	PEGGY MICHELIN	12/14/15	Mileage 10/13-11/23/15: AV Shopping & return, take computer part & projector to DeMotte Library	\$36.34
34380	1045	QUILL CORPORATION	12/14/15	Hand sanitizer, trash bags, kleenex	\$99.95
34381	1046	RACHAEL CAVINDER	12/14/15	Mileage 11/3-11/23/15: Preschool Visit, Management meeting, work circulation desk during DeMotte Library's holiday party	\$20.70
34382	1047	RACHEL KUHN	12/14/15	Mileage 11/18/15: ILF Conference	\$127.65
34383	1048	RAINBOW BOOK COMPANY	12/14/15	Books	\$2,038.14
34384	1049	RAYANN GILMORE	12/14/15	Mileage 10/2-12/2/15: Bank deposits, Legislative Fall Forum, pick up supplies, NILBA dinner, Post Office, Bookkeeping Workshop, Courthouse, pick up laundry, AVC Workshop	\$200.27
34385	1050	RAYANN GILMORE	12/14/15	Rens. Petty Cash: Laundry, postage	\$40.43
34386	1051	REPUBLIC SERVICES #715	12/14/15	Wh: Trash Service- December 2015	\$73.17
34387	1052	ROEING CORPORATION	12/14/15	APC replacement battery cartridge, PCI parallel adapter cards, CPU stand, LCD projector, Pelican case	\$1,239.00
0	1053	SAGE PAYMENT SOLUTIONS	12/14/15	Annual Compliance Fee & Merchant Processing Fees- November 2015, (automatic withdrawal on 12/2/15)	\$248.85
34388	1054	UNIQUE MANAGEMENT SERVI	12/14/15	Collections: Initial/Secondary Placements- November 2015	\$26.85
34389	1055	VISION SERVICE PLAN	12/14/15	Vision Insurance Premiums- December 2015	\$214.74
34390	1056	WAL-MART COMMUNITY/RFC	12/14/15	Cleaning supplies, DVDs, Anime program expenses, Hero Tree supplies, Tuesday Movie program expenses, CDs, children's supplies, adult program supplies, aquarium supplies, wipes	\$828.06
34391	1057	ZIESE PLUMBING, HEATING, &	12/14/15	Rens: Install pipe fittings & valves to blow down wall hydrants	\$509.79
34392	1058	CENTURION HOLDINGS, LLC	12/14/15	Smart Shield licenses & annual maintenance	\$197.20
34394	1059	CENTURYLINK	12/14/15	Rens: Local phone & fax service December 2015	\$4.76
34393	1060	CENTURYLINK	12/14/15	Long distance phone service- November 2015	\$14.98
34395	1061	FAEGRE BAKER DANIELS LLP	12/14/15	Legal Assistance on personnel matters	\$158.00
34396	1062	INDIANA NEWSPAPERS INC. #	12/14/15	Rens: The Indianapolis Star newspaper subscription (1/1/16-12/31/16)	\$421.43
34397	1063	NANCY PHILLIPS	12/14/15	Third Thursday Pumpkin Program, Chat & Chew Pumpkin Program	\$25.54
34398	1064	NIPSCO	12/14/15	DeM & Wh: Gas & Electric Service	\$5,607.68
0	1065	PAYROLL	12/23/15	PAYROLL	\$51,002.56
0	1066	AFLAC	12/23/15	Supplemental Insurance December 2015 (Conf. #335)	\$546.54
0	1067	BILL HROMADA	12/23/15	Courier Mileage, 12/01-12/15/15 (Conf #333)	\$392.15
0	1068	CITY OF RENSSELAER	12/23/15	RENS: Utilities 11/09-12/8/15 (Conf. #338)	\$2,820.53
0	1069	CENTURYLINK	12/23/15	WH: Local Phone Service December 2015 (Conf. # 337)	\$67.78
0	1070	CENTURYLINK	12/23/15	WH: Fax Service December 2015 (Conf. # 336)	\$24.34
0	1071	GREAT-WEST RETIREMENT S	12/23/15	Annuity Withheld 12/23/15 payroll (Conf. #334)	\$1,005.00
0	1072	INPRS fbo PERF	12/23/15	12/23/15 Payroll Contributions	\$6,036.11
0	1073	IRS USA TAXPAYMENT	12/23/15	EFT-FICA & Federal Taxes w/held 12/23/15 (Ref #25195783)	\$11,607.59
34399	1074	ACE HARDWARE	12/29/15	Flagpole hardware, light bulbs	\$59.09
34400	1075	BAKER & TAYLOR	12/29/15	Books, Continuations, AV, Auto. Yours	\$2,179.39
34401	1076	BAKER & TAYLOR ENTERTAIN	12/29/15	DVDs	\$54.93
34402	1077	CAROLYNN DeVRIES	12/29/15	Mileage 12/11/15: Cover desk at Rensselaer Library for staff Christmas party	\$25.30

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
34403	1078	COMMUNITY MEDIA	12/29/15	DeM: KV Post News newspaper subscription acct#0045635	\$63.00
34404	1079	D & S COMPUTER SERVICES	12/29/15	Rens: Replace camera parts, upgrade hard drive	\$445.00
34405	1080	DEBORAH KRISTOFF	12/29/15	Mileage 9/17-12/16/15: Management meetings, Branch Counterparts meeting, Reference Counterparts meeting, cover desk at Wheatfield and Rensselaer Libraries for staff Christmas parties, annual evaluation	\$154.10
34406	1081	DONNA BARKO	12/29/15	Mileage 12/8-12/17/15: Bank deposits, Post Office, new employee orientation	\$27.26
34407	1082	EVELYN BRISTOL	12/29/15	Mileage 9/22-12/15/15: Deliver walking books, Management meetings, Librarian's Council meeting, purchase supplies	\$85.68
34408	1083	FLEX-PAC INC	12/29/15	Paper towel rolls, m-fold towels, toilet paper	\$251.68
34409	1084	GREY HOUSE PUBLISHING	12/29/15	Continuations	\$307.50
34410	1085	JANICE WILMA	12/29/15	Santa Visit expenses	\$35.00
34411	1086	KOLORTECH LIGHTING LLC	12/29/15	Light bulbs	\$80.00
34412	1087	LINDA POORTENGA	12/29/15	Mileage 11/18-12/17/15: ILF Conference, B2B	\$74.75
34413	1088	MELISSA SMITH	12/29/15	Mileage 7/15-12/15/15: Walking books, Staff Development Day, cover desk at DeMotte Library for staff Christmas party	\$103.27
34414	1089	OFFICE DEPOT	12/29/15	DVD/CD file folders, contact paper	\$58.40
34415	1090	PRECISION CONTROL SYSTE	12/29/15	DeM: Compressor replacement; bad actuator replaced, entrance VAV over heating, checked valve & actuator operation, VAV controller telling actuator to open, replaced packing & nut on linking suction valve on right compressor suction line; Rens: after restart of air handler, vortex would not re-open, used lap top, checked alarms, found min signal ovde, now operating normal	\$9,647.60
34416	1091	REBECCA AMALONG	12/29/15	Mileage 11/12/15: Management meeting	\$25.30
34417	1092	SHEILA MAXWELL	12/29/15	ILF expenses; Mileage 8/10-12/2/15: Branch visits, Management meetings, Positivity meeting, Counterparts meeting, ILF Conference	\$309.56
34418	1093	SVT, LLC	12/29/15	Bicentennial Kick-off expenses, Staff Christmas Party expenses	\$96.12
34419	1094	WAL-MART COMMUNITY/RFC	12/29/15	DVDs, children's christmas program expenses, CDs, books, staff Christmas party expenses, cleaning supplies, fish tank supplies	\$887.40
34420	1095	WORLD BOOK INC.	12/29/15	Continuations	\$2,697.00
0	1096	SPARKPAY	12/31/15	Merchant Processing Fees- December 2015	\$19.29

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$212,266.90

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, January 07, 2016

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 4 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$212,266.90

Date this 11th day of January, 20 16.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
December 31, 2015

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,441.47	\$32,076.89
DeMotte	\$740.56	\$10,249.78		
Rensselaer	\$1,053.46	\$12,245.21		
Wheatfield	\$647.45	\$9,581.90		
PHOTOCOPIES:			\$671.80	\$9,523.57
DeMotte	\$238.75	\$3,662.24		
Rensselaer	\$314.75	\$3,805.23		
Wheatfield	\$118.30	\$2,056.10		
INTEREST (Checking, Repurchase, CDs):.....			\$68.71	\$623.27
TAXES:			\$384,915.84	\$2,209,733.99
Property Tax	\$245,208.34	\$1,179,303.86		
LOIT	\$17,903.58	\$214,842.97		
License Excise Tax	\$55,562.61	\$106,288.91		
Financial Institution Tax	\$1,509.80	\$2,738.71		
CVET(Commercial Vehicle Excise)	\$7,021.77	\$14,043.54		
Local Option/Certified Shares	\$47,192.37	\$566,308.00		
Local Option/Property Tax Repl.	\$10,517.37	\$126,208.00		
TAXABLE SALES:.....			\$6.01	\$113.79
REFUNDS:			\$550.00	\$19,463.75
Rebates/Refund	\$0.00	\$1,565.51		
Insurance Claims/Reimbursements	\$0.00	\$5,534.75		
Meeting Room Rental	\$300.00	\$2,150.00		
Reimbursement	\$0.00	\$1,259.19		
Fixed Asset Sales	\$250.00	\$430.00		
Miscellaneous Receipts	\$0.00	\$125.30		
Interfund Transfer	\$0.00	\$8,399.00		
TOTAL OPERATING FUND RECEIPTS.....			\$388,653.83	\$2,271,535.26
PLAC FUND:.....			\$0.00	\$0.00
GIFT FUNDS:			\$2,329.31	\$15,180.80
DeMotte	\$200.00	\$5,021.36		
Rensselaer	\$2,128.50	\$7,017.32		
Wheatfield	\$0.81	\$3,142.12		
LIB. IMPROV. RESERVE FUND:			\$14.84	\$186.50
Interest Earned	\$14.84	\$186.50		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$75,523.96	\$323,813.71
Property Tax	\$61,884.69	\$297,624.16		
License Excise Tax	\$11,823.75	\$22,618.29		
Financial Institution Tax	\$321.29	\$582.80		
CVET(Commercial Vehicle Excise)	\$1,494.23	\$2,988.46		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$2,098.45
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$2,098.45		
STATE TECHNOLOGY FUND GRANT FUND:.....			\$7,264.32	\$16,997.32
CAPITAL PROJECTS FUND:			\$4.59	\$9,497.07
Interest Earned	\$4.59	\$9,497.07		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:.....			\$0.00	\$0.00
LEVY EXCESS FUND:.....			\$0.00	\$0.00
SALES TAX:.....			\$21.43	\$174.64
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$192.88
Interfund Transfer	\$0.00	\$192.88		
INSURANCE SETTLEMENT FUND			\$0.00	\$7,465.94
SUB-TOTAL (page 1).....			\$473,812.28	\$2,647,142.57

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WITHHOLDING ACCOUNT FUNDS:

			\$30,263.86	\$355,167.28
FIT Tax Collected	\$7,943.48	\$93,248.43		
FICA Collected	\$7,511.00	\$88,345.99		
State Tax Collected	\$3,565.74	\$41,734.87		
County Tax Collected	\$2,786.33	\$32,766.82		
Deferred Comp Plan	\$2,010.00	\$23,640.00		
Pre-tax Insurance Plans	\$3,219.27	\$37,126.32		
Life Insurance	\$219.36	\$2,622.48		
INPRS	\$3,008.68	\$35,531.09		
Garnishments	\$0.00	\$108.00		
Credit Union	\$0.00	\$43.28		
TOTAL RECEIPTS - ALL FUNDS.....			\$504,076.14	\$3,002,309.85

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Voucher List**Jasper County Public Library****Report Date: From 1/1/16 To 1/11/16**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
34421	1	BANK OF NEW YORK MELLON	1/4/16	2004 Bond Payment IMMS# 3108888400; Loan Account# JASLIBGOB04	\$161,262.50
34422	2	ANTHEM BLUE CROSS BLUE	1/11/16	Health Ins. Premiums- January 2016	\$12,597.76
34423	3	ANTHEM LIFE	1/11/16	Life Ins. Premiums- January 2016	\$100.62
34424	4	BAKER & TAYLOR	1/11/16	Books, Continuations, AV, Auto. Yours	\$1,135.57
34425	5	BAKER & TAYLOR ENTERTAIN	1/11/16	DVDs	\$5.00
34426	6	BLUETARP FINANCIAL, INC	1/11/16	4in handy box, ground receptacles, door kick plate, door holders	\$22.34
34427	7	CONSOLIDATED INSURANCE	1/11/16	Directors & Officers Liability Premium- 2016	\$3,645.00
34428	8	CULLIGAN WATER CONDITIO	1/11/16	Wh: Water Cooler Rental-January 2016, 5-gallon drinking water- 9	\$76.50
34429	9	D & S COMPUTER SERVICES	1/11/16	Hosting 1st quarter 2016	\$120.00
34430	10	DANIEL VAN BLAIRCOM	1/11/16	Mileage 5/16-12/23/15: Recycling, pick up maintenance supplies	\$25.76
34431	11	DELTA DENTAL	1/11/16	Dental Ins. Premiums-January 2016	\$551.19
34432	12	DEMOTTE CHAMBER OF COM	1/11/16	Membership Dues- 2016	\$60.00
34433	13	DEPARTMENT OF HOMELAND	1/11/16	Elevator Inspection & Operating Certificate	\$120.00
34434	14	EBSCO INFORMATION SERVI	1/11/16	Consumer Reports database 10/1/15-9/30/17	\$3,834.00
34435	15	ENA SERVICES LLC	1/11/16	Internet Service- December 2015	\$1,081.00
34436	16	JAMES M. STATON	1/11/16	Final payment on property located at 228 West 10th Street SW, DeMotte, Indiana 46310	\$28,495.58
34437	17	LAFAYETTE BANK AND TRUS	1/11/16	Safe Deposit Box Rental- 2016	\$55.00
34438	18	PDR DISTRIBUTION, LLC	1/11/16	Continuations	\$179.85
34439	19	RENSSELAER CHAMBER OF C	1/11/16	Membership Dues 2016; Luncheon Meetings- September & October	\$95.00
34440	20	RENSSELAER ROTARY CLUB	1/11/16	November & December 2015 dues & meals	\$116.00
34441	21	REPUBLIC SERVICES #715	1/11/16	Wh: Trash Service- January 2016	\$73.17
34442	22	ROEING CORPORATION	1/11/16	Tech Maintenance Support - 1st Installment 2016, internal hard drives, Lenovo ServeRAID controller	\$9,212.00
34443	23	THE LIBRARY CORPORATION	1/11/16	Enhanced Content Renewal: Mar 2016-Feb 2017; SIP Communications Protocol: Mar 2016-Feb 2017	\$6,328.00
34444	24	TEI LANDMARK AUDIO	1/11/16	DeM & Wh: Playaway Lease 2/1/16-1/31/17	\$1,805.00
34445	25	VISION SERVICE PLAN	1/11/16	Vision Ins. Premiums- January 2016	\$226.67
34446	26	YVONNE DEL VECCHIO	1/11/16	Mileage 11/4-12/23/15: Walking Books, Book Club, deliver newsletter	\$25.93
0	27	PAYROLL	1/8/16	PAYROLL	\$52,704.40
0	28	BILL HROMADA	1/8/16	Courier Mileage 12/16/15 - 12/31/15 (Conf. #339)	\$320.85
0	29	GREAT-WEST RETIREMENT S	1/8/16	Annuity Contributions withheld 1/8/16 Payroll (Conf. #342)	\$1,005.00
0	30	INDIANA DEPARTMENT OF RE	1/8/16	State & County Taxes withheld December 2015 Payrolls (Ref. #80486)	\$6,352.07
0	31	INPRS fbo PERF	1/8/16	INPRS Contributions 1/8/16 Payroll	\$6,265.77
0	32	IRS USA TAXPAYMENT	1/8/16	Federal Withholding, Medicare, & FICA withheld 1/8/16 Payroll & Ins. (Acknowledgement# 40267004)	\$12,149.72
0	33	TOWN OF DEMOTTE	1/8/16	DeM House: Water & Sewer Service- December 2015	\$84.72
0	34	TOWN OF DEMOTTE	1/8/16	DeM: Water & Sewer Service- December 2015	\$167.64
34447	35	AARON'S LAWN CARE	1/11/16	Snow removal	\$180.00
0	36	ALLIANCE BANK	1/11/16	Direct Deposit Fees- December 2015	\$37.00
34448	37	AVC TECHNOLOGY CORPORA	1/11/16	2016 Annual Accounting & Payroll Support	\$1,596.00
34449	38	BUSINESS CARD	1/11/16	Bicentennial Kick-off expenses, meeting room supplies, vacuum bags, children's supplies, Flickr subscription, toaster oven, poster frame, B2B expenses, Directors meeting expenses	\$258.54

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
34450	39	DONNA BARKO	1/11/16	Mileage 12/29/15-1/8/16: Bank deposits, Post Office, transport	\$72.69
34451	40	INDIANA DEPARTMENT OF EN	1/11/16	Annual public water system fee- WH	\$100.00
34452	41	INDIANA DEPT. OF WORKFOR	1/11/16	4th Quarter 2015 Unemployment Compensation Pymt	\$310.04
34453	42	INDIANA NEWSPAPERS INC.	1/11/16	Rens: Journal & Courier newspaper subscription Acct# JC0007041	\$289.11
34454	43	INDIANA WASTE SERVICE	1/11/16	DeM: Trash pick-up January 2016	\$87.70
34455	44	KONE, INC.	1/11/16	Dem: Quarterly Elevator Maintenance Agreement- 1/1-3/31/16	\$417.33
34456	45	MOVIE LICENSING USA	1/11/16	Site Licenses for Movie Copyright Compliance, 2/1/16-1/31/17 - Wh & Ren Libraries (Lic #186929001)	\$544.00
34457	46	MIDDLEBURY COMMUNITY PU	1/11/16	NICCL Dues for 2016	\$50.00
34458	47	NIPSCO	1/11/16	DeM & Wh: Gas & Electric Service	\$5,236.08
34459	48	OFFICE DEPOT	1/11/16	X-acto blades, binder clips, toner cartridges, label tape, flash drives	\$309.77
34460	49	QUILL CORPORATION	1/11/16	Toner cartridges, fax machine, highlighters, binder clips, sticky notes, pencil case	\$669.49
0	50	SAGE PAYMENT SOLUTIONS	1/11/16	Merchant Processing Fees- November 2014, (automatic withdrawal on 1/4/16)	\$23.85
34461	51	SMITH FARM STORE	1/11/16	Drain cleaner	\$7.99
34462	52	SMITH OFFICE EQUIPMENT	1/11/16	Tape, chair mat, dry erase board cleaner	\$115.51
34463	53	STAPLES CREDIT PLAN	1/11/16	Canvas prints	\$531.94
0	54	TOWN OF WHEATFIELD	1/11/16	Wh: Sewer Service- January 2016 (Conf# 343)	\$56.65
34464	55	UNIQUE MANAGEMENT SERVI	1/11/16	Collections: Initial/Secondary Placements- December 2015	\$179.00
34465	56	USA TODAY	1/11/16	DeM: Newspaper subscription Acct# 4179744	\$288.56
34466	57	ZIESE PLUMBING, HEATING, &	1/11/16	Winterize house next to DeMotte Library.	\$345.00
Total Amount of Claims					\$322,005.86

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, January 11, 2016

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$322,005.86

Date this 11th day of January, 2016.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Feb

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, February 8, 2016, 6pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

Minutes of January Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policies for Review (R 10, R 12, & R 16)
2016 Staff Development Day (R 16)
Nonresident Borrowing Fee (R 16)

General Business

Oath of Office – Assistant Treasurer (R 17)	Action
Fax Service (R 17)	Action
LSTA Grant (R 18)	Information

Director's Report (R 16-R 20) Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

January 11, 2016
Rensselaer Library

Present: Natalie Waling, Mark Heinig, Janet Umlauf, Jody Melton, Deana George, Patricia Stringfellow, Rayann Gilmore

Absent: Timothy Schultz, Janelle Harper

BOARD OF FINANCE MEETING

The Board of Officers for the Jasper County Public Library were elected to the same positions as the officers for the Library Board of Finance on a motion by J. Umlauf, seconded by M. Heinig. Motion passed.

Annual Financial Report: The Annual Director's Financial Report was presented and reviewed. Operating Fund began the year with \$623,237.03 and ended the year with \$621,832. Property tax revenues were 102% of the anticipated amount. We spent \$25,192 out of LIRF this year to purchase the property adjacent to the DeMotte Library. We have a good operating balance with which to begin 2016.

Accounting Practices: J. Umlauf moved, seconded by D. George, to accept the 2016 Accounting Practices as presented. Motion passed.

Resolution to Pay Bills with Prior Approval: M. Heinig moved, seconded by N. Waling to approve the Resolution to Pay Bills with Prior Approval as presented. Motion passed.

Designate Newspapers for Publishing Notices: N. Waling moved, seconded by D. George, to designate the Rensselaer Republican and Kankakee Valley Post-News as the two newspapers the Library will use to publish notices. Motion passed.

With no further business the Board of Finance Meeting was adjourned at 6:11 PM.

MONTHLY BOARD MEETING

Upon adjournment of Board of Finance, J. Melton opened the regular monthly Board meeting with a moment of silence.

D. George moved, seconded by J. Umlauf, to amend the Consent Agenda & Consent Agenda Items to include a Conference Request. Motion passed.

Agenda & Consent Agenda Items: The Agenda and Consent Agenda items that included the minutes of the December Board Meetings, bills/financial reports, Salary Ordinance for 2016, Circulating Software Policy review, Fixed Asset Inventory Policy review, and a conference request to send Janice Wilma to Professional Growth and Development Conference were approved as presented on a motion by J. Umlauf and seconded by N. Waling. Motion passed.

Oath of Office- Janet Umlauf: J. Umlauf has been reappointed to the Library Board by the Jasper County Commissioners for another four year term. She took her Oath of Office.

Oath of Office- Treasurer: M. Heinig, Treasurer took the Oath of Office and signed the bond documents.

Conflict of Interest: Indiana Code #35-44-1-3 states that a public servant who knowingly or intentionally has a pecuniary interest in or who derives a profit from a contract or purchase with an action by the government entity served by the public service commits a crime. However, as long as a public servant files a Conflict of Interest disclosure form annually, no crime is committed. This form must be filed annually.

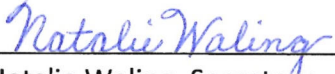
Committee Assignments: President J. Melton made the following appointments to standing committees for 2016. Budget: M. Heinig (chair), J. Umlauf, J. Melton; Director's Evaluation: N. Waling (chair), D. George, J. Harper; Bylaws/Policy Review: D. George (chair), M. Heinig, J. Melton; Nominating: J. Umlauf (chair), J. Harper, N. Waling.

Indiana State Park Pass: In 2016 Hoosiers can check out a State Park Entrance pass from public libraries in Indiana. The State Park Centennial Annual Pass Library Check-out Program is a partnership between the Indiana State Parks and the Indiana State Library to encourage people to visit libraries and parks. One pass has been provided for each public library system in the state providing access to Indiana's 32 state parks and also to Indiana's state forest recreation areas where entrance fees are charged. We received one free pass from the State Library on December 28 and have purchased two more so that each of our library locations would have one to circulate. Passes will be available for check-out through December 31 when the passes expire. This is a one-year program offered as a part of the Indiana State Parks Centennial Celebration for 2016. The Indiana State Park Entrance Pass Policy outlines the circulation parameters for our passes: 7 day loan period, no renewals, no holds, overdue fine of \$1 per day, and a \$50 replacement fee plus \$10 for processing. N. Waling moved, seconded by M. Heinig to approve the Indiana State Park Entrance Pass Policy as presented. Motion passed.

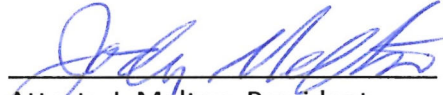
Director's Report: We received restitution for half of the costs to repair our vandalized fence at the Rensselaer Library. We have been advised that we will soon receive the other half of the repair cost.

We are actively working on our 1000 Books Before Kindergarten Program that we plan to launch in May in conjunction with Children's Book Week. This program encourages parents to read 1000 books to their children before kindergarten. As a part of this program we will provide a keepsake reading log for each participating child/parent. We are partnering with the Prairie Arts Council to seek local art and judge/select the art that will be incorporated into this reading log.

Adjournment: With no further matters for discussion M. Heinig moved, seconded by J. Umlauf to adjourn the meeting at 6:32 PM.



Natalie Waling, Secretary



Attest: J. Melton, President

CIRCULATION BY HOLDINGS CODE

January 2016

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	18	2	0	20
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJPBF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	27	10	0	37
Blu-Ray (DBR)	177	0	0	177
Books on CD (DBKCD)	163	5	0	168
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	133	21	0	154
Digital Audiobooks (DDA)	30	0	0	30
DVD (DDVD)	1147	25	15	1187
Equipment (DEQP)	85	0	0	85
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	37	0	0	37
Fiction (DFIC)	633	21	7	661
Fiction Fantasy (DFICF)	5	2	1	8
Fiction Mystery (DFICM)	63	13	1	77
Fiction New (DFICNEW)	321	11	8	340
Fiction Science Fiction (DFICSF)	9	0	0	9
Fiction Western (DFICW)	15	0	0	15
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	74	5	4	83
Hanging Bags (DHANG)	14	0	0	14
ILL (DILL)	61	5	1	67
Internet (DINTER)	175	0	0	175
Juv. Audio book (DJAUDB)	16	0	0	16
Juv. Biography (DJBIO)	40	9	1	50
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	16	0	2	18
Juvenile Easy (DJE)	568	13	0	581
Juv. Easy Non-fiction (DJENF)	79	0	0	79
Juv. Easy Reader (DJER)	391	1	2	394
Juv. Fiction (DJFIC)	382	18	4	404
Juv. Holiday books (DJHOL)	36	1	2	39
Juv. Magazine (DJMAG)	16	0	0	16
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	253	35	3	291
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	9	0	0	9
Juv. Toddler (DJTOD)	116	0	0	116

Large Print Fiction (DLPF)	198	11	4	213
Large Print Nonfic (DLPNF)	34	2	0	36
Magazine (DMAG)	499	11	1	511
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	18	2	0	20
Nonfiction 100 (DNF100)	8	0	0	8
Nonfiction 200 (DNF200)	31	2	0	33
Nonfiction 300 (DNF300)	48	3	0	51
Nonfiction 400 (DNF400)	0	3	1	4
Nonfiction 500 (DNF500)	31	9	1	41
Nonfiction 600 (DNF600)	111	10	6	127
Nonfiction 700 (DNF700)	68	1	4	73
Nonfiction 800 (DNF800)	14	1	0	15
Nonfiction 900 (DNF900)	53	5	1	59
Nonfiction Blu-Ray (DNFBR)	6	0	0	6
Nonfiction DVD (DNFDVD)	66	0	0	66
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	98	6	8	112
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	1	0	0	1
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	7	0	0	7
Software (DSWAR)	11	0	0	11
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUSB)	3	0	0	3
YA Biography (DYAB)	0	0	0	0
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	97	7	16	120
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	14	1	0	15
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	5	0	0	5
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	43	1	47
Blu-Ray (RBR)	0	235	0	235
Books on CD (RBKCD)	3	97	0	100
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	2	240	1	243
Digital Audiobooks (RDA)	2	31	0	33
DVD (RDVD)	18	2554	30	2602
Equipment (REQP)	0	3	0	3
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	32	0	32
Fiction (RFIC)	20	649	4	673
Fiction New (RFICNEW)	14	334	9	357

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	1	0	1
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	1	136	2	139
Hanging Bag (RHANG)	0	3	0	3
ILL (RILL)	2	96	1	99
Internet (RINTER)	0	1190	0	1190
Juv. Audio book (RJAUDB)	1	15	0	16
Juv. Biography (RJBIO)	4	47	1	52
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	21	0	21
Juvenile Easy (RJE)	17	476	0	493
Juv. Easy Non-fiction (RJENF)	1	46	0	47
Juv. Easy Reader (RJER)	5	243	1	249
Juv. Fiction (RJFIC)	9	359	5	373
Juv. Magazine (RJMAG)	0	4	0	4
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	17	386	2	405
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTO)	0	93	0	93
Large Print Fiction (RLPF)	17	206	4	227
Large Print Nonfic (RLPNF)	0	18	0	18
Magazine (RMAG)	0	346	0	346
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	6	0	6
Non-Fiction 100 (RNF100)	1	14	0	15
Non-Fiction 200 (RNF200)	1	35	1	37
Non-Fiction 300 (RNF300)	8	69	0	77
Non-Fiction 400 (RNF400)	1	3	1	5
Non-Fiction 500 (RNF500)	4	20	0	24
Non-Fiction 600 (RNF600)	12	181	9	202
Non-Fiction 700 (RNF700)	3	99	0	102
Non-Fiction 800 (RNF800)	4	12	0	16
Non-Fiction 900 (RNF900)	3	76	1	80
Nonfiction Blu-Ray (RNFBR)	0	12	0	12
Nonfiction DVD (RNFDVD)	1	165	0	166
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	18	172	7	197
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	1	0	1
Professional Coll. (RPRO)	0	11	0	11
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	9	0	9
Software (RSWAR)	0	16	0	16
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	3	8	0	11
YA Biography (RYAB)	1	2	0	3

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	9	98	8	115
YA Music CD (RYACD)	0	34	0	34
YA Nonfiction (RYANF)	0	18	0	18
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	1	0	1
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	4	3	20	27
Blu-Ray (WBR)	0	1	186	187
Books on CD (WBKCD)	37	9	134	180
Books on Tape (WBKT)	0	0	1	1
Compact Disc (WCD)	2	23	105	130
Digital Audiobooks (WDA)	0	0	23	23
DVD (WDVD)	24	14	1671	1709
Equipment (WEQP)	0	0	23	23
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	11	11
Fiction (WFIC)	23	23	320	366
Fiction Fantasy (WFICF)	0	0	7	7
Fiction Mystery (WFICM)	3	0	38	41
Fiction New (WFICNEW)	12	12	228	252
Fiction Science Fiction (WFICSF)	0	2	2	4
Fiction Western (WFICW)	0	0	12	12
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	1	0	22	23
Hanging Bags (WHANG)	1	0	9	10
ILL (WILL)	1	5	50	56
Internet (WINTER)	0	0	401	401
Juv. Audio book (WJAUDB)	2	6	21	29
Juv. Biography (WJBIO)	1	11	10	22
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	12	12
Juvenile Easy (WJE)	6	12	340	358
Juv. Easy Non-fiction (WJENF)	1	0	23	24
Juv. Easy Reader (WJER)	2	0	242	244
Juv. Fiction (WJFIC)	28	12	304	344
Juv. Magazine (WJMAG)	0	0	18	18
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	21	33	148	202
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	1	1
Juv. Toddler (WJTOD)	1	4	98	103
Large Print Fiction (WLPF)	21	9	114	144
Large Print Nonfic (WLPNF)	3	2	5	10
Magazine (WMAG)	25	0	336	361
Non-Fiction 000 (WNF000)	4	0	3	7
Non-Fiction 100 (WNF100)	2	0	13	15
Non-Fiction 200 (WNF200)	1	3	7	11
Non-Fiction 300 (WNF300)	3	3	26	32
Non-Fiction 400 (WNF400)	0	0	0	0

Non-Fiction 500 (WNF500)	1	0	6	7
Non-Fiction 600 (WNF600)	8	9	72	89
Non-Fiction 700 (WNF700)	2	1	16	19
Non-Fiction 800 (WNF800)	0	0	1	1
Non-Fiction 900 (WNF900)	3	4	38	45
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	4	0	70	74
Nonfiction (WNFIC)	0	0	2	2
Nonfiction New (WNFNEW)	3	8	71	82
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	0	0	0
Vertical File (WVF)	0	0	2	2
VHS (WVHS)	0	0	0	0
YA Audio book (WYAUDB)	0	0	1	1
YA Biography (WYAB)	0	0	2	2
YA Books on CD (WYABKCD)	1	0	5	6
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	21	20	165	206
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	3	6	10
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	7008	9469	5622	22099

CIRCULATION BY HOLDINGS CODE
January 2016

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	18	2	0	20
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNf)	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	34	56	21	111
Blu-Ray (BR)	183	248	186	617
Books on CD (BKCD)	203	111	134	448
Books on Tape (BKT)	0	0	1	1
Compact Disc (CD)	137	284	106	527
Digital Audiobooks (DA)	32	31	23	86
DVD (DVD)	1189	2593	1716	5498
Equipment (EQP)	85	3	23	111
See librarian (ERR)	0	0	0	0

Express Book (EXP)	37	32	11	80
Fiction (FIC)	676	693	331	1700
Fiction Fantasy (FICF)	5	2	8	15
Fiction Mystery (FICM)	66	13	39	118
Fiction New (FICNEW)	347	357	245	949
Fiction Science Fiction (FICSF)	9	2	2	13
Fiction Western (FICW)	15	0	12	27
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	1	0	1
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	76	141	28	245
Hanging Bags (HANG)	15	3	9	27
ILL (ILL)	64	106	52	222
Internet (INTR)	175	1190	401	1766
Juv. Audio book (JAUDB)	19	21	21	61
Juv. Biography (JBIO)	45	67	12	124
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	16	21	14	51
Juvenile Easy (JE)	591	501	340	1432
Juv. Easy Non-Fiction (JENF)	81	46	23	150
Juv. Easy Reader (JER)	398	244	245	887
Juv. Fiction (JFIC)	419	389	313	1121
Juv. Holiday (JHOL)	36	1	2	39
Juv. Magazine (JMAG)	16	4	18	38
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	291	454	153	898
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	9	0	1	10
Juv. Toddler (JTOD)	117	97	98	312
Large Print Fiction (LPF)	236	226	122	584
Large Print Nonfic (LPNF)	37	22	5	64
Magazine (MAG)	524	357	337	1218
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	22	8	3	33
Non-Fiction 100 (NF100)	11	14	13	38
Non-Fiction 200 (NF200)	33	40	8	81
Non-Fiction 300 (NF300)	59	75	26	160
Non-Fiction 400 (NF400)	1	6	2	9
Non-Fiction 500 (NF500)	36	29	7	72
Non-Fiction 600 (NF600)	131	200	87	418
Non-Fiction 700 (NF700)	73	101	20	194
Non-Fiction 800 (NF800)	18	13	1	32
Non-Fiction 900 (NF900)	59	85	40	184
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	71	165	70	306
Nonfiction (NFIC)	0	0	2	2
Nonfiction New (NFNEW)	119	186	86	391
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	0	1	0	1
Professional Coll. (PROF)	0	11	0	11
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	1	0	0	1

Reference (REF)	49	90	49	188
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	7	9	0	16
Software (SWAR)	11	16	0	27
Vertical File (VF)	0	0	2	2
VHS	0	0	0	0
YA Audio book (YAUDB)	6	8	1	15
YA Biography (YAB)	1	2	2	5
YA Books on CD (YABKCD)	1	0	5	6
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	127	125	189	441
YA Music CD (YACD)	0	34	0	34
YA Nonfiction (YANF)	15	22	6	43
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	5	1	0	6
				0
Free reads	395	289	95	779
Games/Puzzles	27	5	0	32
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	7479	9853	5766	23098

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1791	1615	865	4271
Nonfiction	753	1052	422	2227
CHILDREN'S BOOKS				
Fiction	1543	1233	996	3772
Nonfiction	463	568	191	1222
YA BOOKS				
Fiction	203	266	217	686
Nonfiction	16	24	8	48
Magazines, Adult	524	358	337	1219
Magazines, Children	16	4	18	38
Sound Recordings, adult	379	434	270	1083
Sound Recordings, ch	50	79	44	173
Online databases	0	0	0	0
Software	11	16	0	27
Vertical file	0	0	2	2
VHS/DVD/Blu-Ray	1443	3006	1972	6421
Equipment	85	3	23	111
Total	7277	8658	5365	21300
A-V Circulation	1883	3535	2286	7704
A-V Circulation as % of total	25.9%	40.8%	42.6%	36.2%

January 2016

DEMOTTE			RENSSELAER			WHEATFIELD			
Added	Withdrew	Circu-	Added	Withdrew	Circu-	Added	Withdrew	Circu-	Total
Vols.	Vols.	lation	Vols.	Vols.	lation	Vols.	Vols.	lation	Circ.

XX										
ADULT BOOKS										
Fiction	124	2	1,791	82	3	1,615	45	1	865	4,271
Nonfiction	63	84	753	129	230	1,052	27	4	422	2,227
CHILDREN'S BKS										
Fiction	62	5	1,543	85	7	1,233	63	1	996	3,772
Nonfiction	9	155	463	18	197	568	12	25	191	1,222
YA BOOKS										
Fiction	24	2	203	35	0	266	22	0	217	686
Nonfiction	1	0	16	2	1	24	4	0	8	48
Magazines,Adult			524			358			337	1,219
Magazines, Child			16			4			18	38
Games, Toys										0
Sound Rec/Adult	27	3	379	42	0	434	38	86	270	1,083
Sound Rec/Child	13	0	50	30	122	79	5	0	44	173
Online Databases	0	0	0	0	0	0	0	0	0	0
Software	0	0	11	0	0	16	0	0	0	27
Vertical Files	0	0	0	0	0	0	0	0	2	2
VHS/DVD/BluRay	33	3	1,443	43	20	3,006	44	1	1,972	6,421
Equipment			85			3			23	111
TOTAL	356	254	7,277	466	580	8,658	260	118	5,365	21,300

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	77,546	75,415	57,701
Circulation Increase/Decrease	-3.4%	-6.1%	-14.9%

MONTHLY SYSTEM STATISTICS			
	2015	2016	% change
Current month's Circulation	23,062	21,300	-7.6%
Jan. to date circulation	23,062	21,300	-7.6%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
ADULT BOOKS					
21,127	21,249	14,735	14,814	16,147	16,191 Fiction
20,314	20,293	21,141	21,040	9,763	9,786 Nonfiction
CHILDREN'S BKS					
15,336	15,393	13,855	13,933	12,045	12,107 Fiction
8,513	8,367	7,167	6,988	6,297	6,284 Nonfiction
YA BOOKS					
2,168	2,190	3,040	3,075	2,746	2,768 Fiction
515	516	575	576	154	158 Nonfiction
				0	0 Magazines,Adult
				0	0 Magazines, Child
0	0	20	20	0	0 Games, Toys
3,768	3,792	4,426	4,468	4,282	4,234 Sound Rec/Adult
617	630	663	571	893	898 Sound Rec/Child
18	18	29	29	7	7 Online Databases
209	209	224	224	-11	-11 Software
-60	-60	0	0	4	4 Vertical Files
4,801	4,831	9,512	9,535	5,175	5,218 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
77,444	77,546	75,529	75,415	57,559	57,701 TOTAL

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5
January 2016

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	184	40	181	39	332	72	697	151
LOCAL HISTORY								
In person	0	0	3	1	1	0	4	1
Letters written	0	0	5	5	0	0	5	5
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	175	7	1190	50	401	17	1766	74
Internet use-Wireless	2232		3007		899		6138	
Computer software used	193	16	119	10	93	8	405	34
VCR Use	0	0	0	0	0	0	0	0
Microforms	0	0	11	1	0	0	11	1
CD ROM/Online databases	128	11	151	13	75	6	354	30
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	2	1	18	6	14	5	34	11
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	2		13		0		15	
Outreach activities	50	50	17	11	0	0	67	45
Notarized documents	16	4	11	3	6	2	33	8
Meeting Room Use (no. of group)	33	11	56	19	29	10	118	39
Study room use	21	2	58	5	61	5	140	12
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	2	0	35	0	0	0	37	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							1559	
IN-HOUSE USE ITEMS	56		157		160		373	
SELF-CHECKOUT USE	143		789		307		1239	
INTERLIBRARY LOANS								
Requests made for:	52	13	91	23	45	11	188	47
Items rec'd for:	49	25	90	45	49	25	188	94
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	7959	10536	4987	23482
Non-resident, paying	1	0	0	1
PLAC card users	0	3	0	3
Reciprocal borrowers	325	476	137	938
Number of New Patrons Added	48	52	32	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	1	6	0	0	1	6
Children's Programs (0-13)	6	36	17	102	12	72	35	210
Number attending	71		168		270		509	
YA Programs (14-17)	1	6	1	6	1	6	3	18
Number attending	1		4		6		11	
Adult Programs	4	24	4	24	0	0	8	48
Number attending	108		80		22		210	
Senior Citizen Programs	12	72	4	24	7	42	23	138
Number attending	95		16		37		148	
Total Number of Programs	23	138	27	162	20	120	70	420
Total Persons Attending	275		268		335		878	
Total Attending Same Month Last Yr.	284		233		288		805	
Total Staff Hours Spent		317		392		280		972
Total Number of In-House Program	19		26		12		57	
Total Attendance	257		246		87		590	
Total Number of Outreach Program	4		1		8		13	
Total Attendance	18		22		248		288	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5624	77.5%	5878	68.6%	3793	71.4%	15295	72.3%
Corporate	5	0.1%	61	0.7%	0	0.0%	66	0.3%
Juvenile 0-11	4	0.1%	173	2.0%	30	0.6%	207	1.0%
Juvenile-AV	643	8.9%	957	11.2%	669	12.6%	2269	10.7%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	96	1.3%	307	3.6%	89	1.7%	492	2.3%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	0	0.0%	79	0.9%	0	0.0%	79	0.4%
Reciprocal YA	0	0.0%	4	0.0%	0	0.0%	4	0.0%
Reciprocal YA AV	0	0.0%	5	0.1%	0	0.0%	5	0.0%
School	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School AV	0	0.0%	9	0.1%	0	0.0%	9	0.0%
St. Joseph College	0	0.0%	29	0.3%	0	0.0%	29	0.1%
Staff	592	8.2%	602	7.0%	475	8.9%	1669	7.9%
Walking books	168	2.3%	222	2.6%	1	0.0%	391	1.8%
YA 12-17	14	0.2%	42	0.5%	0	0.0%	56	2.7%
YA-AV	109	1.5%	205	2.4%	259	4.9%	573	2.7%
Total	7255		8573		5316		21144	
All items borrowed by nonresidents	96	1.3%	433	5.1%	89	1.7%	618	2.9%

**Salary Ordinance 2016
Updated 2/8/16**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Asia Lintner	Clerk	\$9.82	2/2/16	12	R
Alexandria Holm-Hansen	Page	\$7.25	1/18/16	9	W
Gina Giordano	Page	\$7.25	1/25/16	10	R

We have promoted Asia Lintner from Page to Clerk, replacing Jan Edwardson who no longer works for the library. Upon Asia's promotion we have hired Gina Giordano as Page. We have hired Alexandria Holm-Hansen as Page replacing Jordon Dittrich who no longer works for the library.

We have examined and approved the changes to the 2016 Jasper County Public Library Salary Ordinance. Dated 2/8/16.

Mike H. Z.
Donna L. Harper
Natalie A. Uelings
Jody Miller

Janet Umlauf
Timothy N. Schuck

HOLIDAY POLICY

Jasper County Public Library

The Library will be closed on these Holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

In addition, all locations will close at 5:00 PM on the day before Thanksgiving.

Employees eligible for holiday benefits will also receive a paid holiday on their birthday or another day in their birthday month.

If a Holiday falls on a Saturday, the Library will be closed on Saturday. Persons not scheduled to work on Saturday will be given equivalent time off with pay; if a Holiday falls on a Sunday, the Library will be closed the following Monday.

The Library Board values the expertise and dedication shown by its long-term employees. To honor these employees, they will give an extra holiday which may be taken during the month in which they celebrate each 5 year milestone in their library employment. This anniversary holiday will be given to any long-term employee, regardless of full or part-time status.

At the end of each year a specific list of days and times of observance shall be prepared by the Director and submitted to the Library Board for the following year.

8/94; reviewed 2/10; reviewed 2/16

LIBRARY BEHAVIOR POLICY

The Public Library is open to all to provide access to the information, ideas and meeting rooms therein. No individual or group has the right to interfere with anyone else's right to use the library for these purposes.

Behavior is considered unacceptable when it could result in injury to oneself or others, when it violates the law, when it interferes with another person's use of the library, or when it could result in loss or damage to Library or patron's property.

Persons failing to follow the Library's behavior rules may be asked to leave. Repeat violations may result in suspension of library privileges.

1. The revocation or denial of library privileges may be appealed in writing to the Library Director within 10 days after the revocation or suspension.

2. Within ~~ten~~ 10 days of the receipt of the notice, the patron shall schedule a meeting with the Library Director to resolve the issue of the library privileges being revoked or denied.

3. If the resolution cannot be reached with the Library Director, the patron may make a written request to the Library Director, within 10 days of the meeting with the Director, asking that the matter be addressed by the Library Board at the next monthly Board Meeting. The Library Board decision shall be final and may be appealed in a court of competent jurisdiction.

The individual requesting the appeal may attend the Board Meeting and make a short presentation after which the Board shall decide the matter. The patron instituting an appeal at either the director level or the library board level, shall have the right to bring legal counsel with him or her to the hearing.

PLEASE

No eating (except in meeting rooms or coffee café)
 No use of alcohol or illegal drugs on library property
 No use of tobacco products in the library
 (smoking in any form, including e-smoking is prohibited)

No animals except service animals and those that are a part of sanctioned library activities; no running, throwing, fighting; no loud or abusive language; ~~no commercial photography~~ - these rules of behavior shall apply to all buildings, interior and exterior, and all grounds controlled and operated by the Jasper County Public Library and to all persons entering in or on the premises.

No commercial photography

No guns or weapons on library property except as allowed under Indiana law.

No bicycling, skateboarding, rollerblading or skating on library property. Bicycles ridden to the library must be stored in the bicycle racks while owners are using library facilities.

No sleeping or bathing in the library

No soliciting except in support of the library and sanctioned library activities. Soliciting includes such actions as selling items, begging, circulating petitions, distributing printed material, conducting surveys.

Parents/guardians are responsible for their children's behavior while children are on library property. For safety reasons we recommend that children age ten and under not be left unattended in the library. If children are left at the library under the care of another child and staff are concerned that the children are not adequately supervised by the other child, library staff will attempt to contact the parent/guardian. If the parent/guardian cannot be contacted, the children may be placed in the care of law enforcement.

Vandalism to library property will result in suspension of library borrowing privileges, as well as in criminal prosecution.

Appropriate apparel, including shoes and shirts, must be worn while in the library.

Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other persons shall be required to leave the building.

8/94; revised 2/16

R 14



For Library Administrators

ADMIN LOGIN

1-877-FAX-VEND

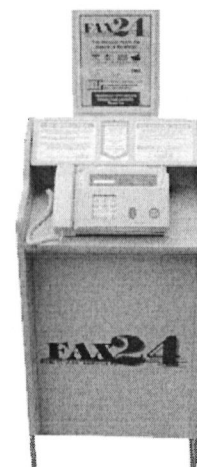
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About The Program

PUBLIC FAX SERVICE — NO COST TO YOU. Now your patrons can enjoy the convenience of going to your fine, full service library to fax worldwide from our FaxScan24 Self Service Public Fax Machine.

It's easy, fast, secure, reliable and affordable to use! And, you risk nothing to try it in your own library.

- **PROVEN SERVICE** - We have been fulfilling the public's demand for our FaxScan24 service at many excellent public libraries and colleges since 1989. We have many references available for you.
- **NO COST TO YOU** - We own the equipment. And, ALL long distance charges are billed directly to us.
- **EASY TO USE** - Voice instructions from the handset guide the user effortlessly through the entire transaction. To enhance customer satisfaction, our toll-free customer service is accessible directly from the FaxScan24.
- **RELIABLE** - State of the art software and electronics make downtime extremely rare. If a replacement is ever needed, you'll have one within 48 hours.
- **USE CREDIT CARDS OR FAX CARDS** - (Visa, MC, AMEX, Discover & Faxcash) The option of using our prepaid fax card or credit cards provides your patrons with greater payment variety and convenience.
- **REVENUE SHARING** - Although it might not be a significant source of revenue, we do have a generous compensation plan in exchange for your hosting our selfservice FaxScan24 for the benefit of your patrons.



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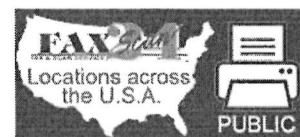
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 FAX: 1-888-329-8726
 Email: sales@fax24.us

FaxScan24 provided by:

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 Interactive Voice & Fax Solutions
 Televend Services, Inc.
 10 Lonetown Road - Box 1171
 Redding, CT 06875-1171

Locate a FaxScan24 Kiosk



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FaxScan24 F.A.Q.'s

How much will it cost our library?

Nothing. We own the equipment. We take care of the rare repairs and paper replenishment.

Do we need to staff the FaxScan24 Kiosk?

No. For most patrons, this is truly an easy self-service experience.

When a patron needs to send a fax, they are instructed to simply lift the hand-set on the FaxScan24 kiosk.

They will then be treated to easy-to-follow Voice Instructions that will guide the patron step-by-step to the completion of their fax transmission. If the patron has questions, they can call for customer service on our toll-free number that is posted on the kiosk.

Do we need a dedicated phone line?

No. If your library has a low-use phone line available, then that could easily be shared with the FaxScan24 kiosk. Since the average kiosk is used 3 times per day, potential phone conflict is minimal.

Who pays for the long distance charges?

FaxScan24 pays. As soon as the hand-set on the FaxScan24 kiosk is lifted, the kiosk is programmed to automatically dial our toll-free number into our voice-automated service where the patron will hear the step-by-step instructions. The hidden toll-restrictor makes it impossible for anyone to make a direct-dial call. In conclusion, all long distance calls are automatically billed to our own toll-free phone service account.

How does a patron pay to use the FaxScan24 service?

The FaxScan24 Fax Service accepts the VISA, MasterCard, AMEX & Discover credit and debit cards, as well as our own FaxCash Prepaid Fax Cards.

What other libraries are using FaxScan24 Service?

Since 1989 many public libraries from around the country have been providing our FaxScan24 Public Fax Service for the benefit of their patrons. If you would like some references, please let us know by calling 1-877-FAX-VEND. Or, you can email sales@fax24.us

To Find a Library or public FaxScan24 Service location near you [Click Here >>>](#)

How do we get started? For a six month trial, please call us toll-free at 1-877-FAX-VEND, or, email sales@fax24.us With your approval, we will have your library FaxScan24 operational within no time.

Getting Started and Setting Up your FaxScan24 Kiosk

For instructions and manuals [Click Here >>>](#)

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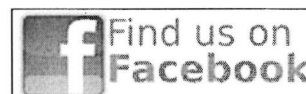
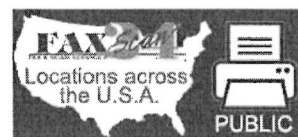
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Director's Report January 2016

Consent Agenda

You will be approving the minutes of the January board meetings, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

Policies for Review: Two policies are up for review in February – the Holiday Policy and the Library Behavior Policy. No revisions are recommended to the Holiday Policy. Two minor revisions are recommended to the Library Behavior Policy, requested by staff to allow them to more easily find facts they are seeking. Please see R 10 & R 12. **If you approve the Consent Agenda items, you will approve the reviewed Holiday Policy and revisions to the Library Behavior Policy as presented.**

2016 Staff Development Day: For the past several years the Library Board has approved our closing the libraries for staff training sessions, which we call staff development days. For the past several years we have offered a full day of training and staff really appreciates this all-day training as we are able to cover more training topics. Staff networking is also an important component of this day, as we are all together in one place. This positively impacts relationship building. We would like to offer another full day session in 2016. We have selected Friday, September 9 as the date for our 2016 training day. We would meet at the Rensselaer Library from 8:00 to 4:30 for staff training and all libraries would be closed for the day. We will be discussing training topics and possible presenters at our February Management Meeting. At this time we simply wish to settle on a firm date so that all staff may plan around it. Content will be fleshed out after closure is approved. **If you approve the consent agenda, you will approve the library closing for a full-day staff training session on Friday, September 9, 2016.**

Nonresident Borrowing Fee: Our fee is presently \$68. Our per capita operating expenditures for 2015 was \$72.08. In order to comply with state requirements we must set the cost of our Nonresident Borrowing Fee to equal or exceed \$72.08. In the past our nonresident fee has been a round figure, but rounding up to \$73 seems too great a jump. Setting the fee at \$72.10 would keep us in compliance. If you want to talk about setting a fee other than \$72.10, you will need to ask that the issue be removed from the Consent Agenda. **If you approve the Consent Agenda items, you will approve setting the Nonresident Borrowing Fee at \$72.10.**

General Business

Oath of Office – Assistant Treasurer: Janelle Harper will take her oath as Assistant Treasurer.

Fax Service: Our Long Range Plan is written with community need in mind. Our plan is comprised of 4 goals. Goal 3 states – JCPL increases awareness of its services and collections. **A named objective within that goal states – JCPL will act upon the wants and needs of the community. Over the course of the past year, our community has clearly told us that they need Fax Service, the ability to send a fax, at the library, and we currently do not offer this service.**

Here is a bit of history. Up until January 2000 patrons could send faxes at the library, but in January 2000 the Board changed the Fax Machine Policy at the recommendation of the Director, eliminating this service for patrons. According to a memo written by the Director to the Board, the changes to the Fax Machine Policy were the result of a new state law which stated that the library could not charge for staff time for activities like faxing. At that time Fax Fees for patrons were \$3 for the first page and 20 cents for each additional page. The fee had been established to cover supplies, phone calls, and staff time because faxing materials takes staff time as patrons give us wrong numbers, lines are busy, and the machine malfunctions, requiring troubleshooting at point of service. The Director further explained that faxing patrons' personal papers did not fall within the basic mission of the public library and was offered to bring in a little income and as a service to patrons. Because the library could no longer charge for time spent, fax fees would have to drop to 20 cents per page which would have drastically undercut other fax services in our towns, resulting in too much business as we could have easily become the 'go to' location for faxing.

Fast forward to 2016. Patrons are coming to the library to fax because they cannot easily find this service elsewhere in their community. DeMotte receives 2-3 queries a day regarding fax service. Fax options in DeMotte include Fagan Pharmacy, R & R American Lock, and DeMotte State Bank which has a high fax fee. Wheatfield Library receives a question about fax service typically twice per day. The closest fax option for Wheatfield Patrons is Fagan Pharmacy which is located on Highway 10 across from KV High School. Rensselaer Library receives a query about faxing at least once per week. In the past they have referred people to Heritage Office Products or Strack's. Heritage Office Products has just gone out of business and it has been reported that sometimes Strack's service is down or otherwise unavailable.

To be responsive to community need, we recommend that the library once again offer fax service for patrons via Fax 24. Please see R 14 for a fact sheet about this service. Whiting and Westchester Public Libraries in Northwest Indiana offer this service via Fax 24 and report that it is self-sufficient. Cost to send a fax would be \$1.75 for the first page and \$1 for each additional. **A board vote is required to offer Fax Service at the library.**

LSTA Grant: We plan to apply for an LSTA Grant this spring, seeking funding for charging stations at each library location. If our grant is approved, we will purchase three charging stations with each library receiving one. Our patrons are relying upon and using their own devices more and more when visiting the library. We feel we need to provide more charging options for them. Currently they use some of our wall outlets and outlets contained within study carrels for charging, but these aren't always conveniently located or available. Charging stations are an emerging trend in public libraries. The grant deadline is in March and requires a 10% match. Operating and/or gift funds will be used for our portion of the cost. Public service staff are currently writing the grant and selecting necessary equipment, but we will only select products that are affordable and in keeping with operations.

Director's Report

Our 2016 Budget has been approved by the Department of Local Government Finance. While we always expect the budget to be approved, it is always a relief to receive official word.

We bid out our building insurance every three years, so this is the year to seek bids. I will send out the invitations for bid this month.

In January I filled out and submitted our Indiana Public Library Annual Report 2015 to the State Library. You will receive a copy of this report at the February meeting. This is a very lengthy report that takes days to complete. It does provide a good overview of our financial situation last year as well as products and services. In addition Rayann is currently working on her complicated and time-consuming LAR report, a financial report that must be submitted to the State Board of Accounts by the end of February. A new law that went into effect July 2, 2009 requires that *not later than 60 days after the expiration of each calendar year, a political subdivision (with a budget of at least \$300,000) shall publish an annual report of the receipts and expenditures of the political subdivision during the preceding calendar year.* We are on target to publish this report as required.

Last month I reported our having met with Tim Salm, Director of the Robinson Memorial Library, to learn about student needs and discuss ways JCPL could meet those needs. This month Linda Poortenga, Janice Wilma, and I had the opportunity to meet with Tim and Dr. Carolyn A. Weber, Saint Joseph's College Education Division Chair & Assistant Professor of Education. Based upon these meetings, several good things have happened. We have issued a corporate card to the Robinson Memorial Library so that items may be borrowed for the students by the library; we have established a collection of Free Reads at the college to provide a source of recreational reading (something that the Robinson Memorial Library simply cannot provide due to budgetary restraints); we have provided some beginning orientation on our eBook collection and databases; and

have agreed to present informational programs for Dr. Weber's students on library resources and how to access them and children's literature. Director Salm has named us a 'gem'. We are pleased about these opportunities to meet needs.

Last month you asked about a summary of our Bicentennial Plans. At our February meeting, each of you will receive a promotional brochure that the Rensselaer Library has created which highlights Bicentennial-related events. In addition I will provide a summary of the plans for both DeMotte and Wheatfield Library.

Once again we will be participating in BOOKS TO BRIDGE THE REGION, a reading initiative that encompasses seven Northwest Indiana counties: Jasper, Lake, LaPorte, Newton, Porter, Pulaski and Starke. This initiative, which will occur in the fall of 2016, encourages area residents to read books on a common theme and foster conversation between people and between generations. This is a terrific means to promote literacy in our community and partner with other libraries and agencies in our region.

System Administrator News

Regarding 2014 pc configuration, images are created, and we are ready to start rolling out the pcs beginning February 2. At DeMotte and Wheatfield we have set up DHCP on staff workroom pcs for instances when their local server is down. This would allow us to get the Internet working with the workroom pc working as the DHCP server.

7 Service Requests opened and 7 closed.

Technical Services News

Becky reports, "We started off the year by completing the cataloging and processing of Indiana State Park Passes for all JCPL branches. Sheila mentioned to me a few days ago that she was sharing our packaging idea with her counterparts group. Mary Molenaar was the one who created our packaging idea."

She continues, "Peggy Michelin has been gathering information for next month's meeting with Branch Heads about AY lists and Continuations lists. We are already receiving new orders and are working hard to get these items cataloged and processed."

DeMotte Library News

Debbie reports, "The "Chick Us Out" program for adults was a big hit. We have some extra KFC coupons left over, so we put them to use. When an adult checked out items, they received a punch card with a picture of a chicken on it. For each item they checked out, they received a "punch" on their chicken card. Many adults eagerly brought their

cards back to be “punched” each time they checked out items. When the chicken punch card was full, 8 punches, they received a coupon for a 2 piece chicken meal at our local KFC. The “Chick Us Out” program was fun and increased circulation. Yvonne has been leading this adult program that has been very well received.”

Karla reports, “Toddler Time on Jan. 6 was such a success. Parents and kids were excited as they left. A child was heard saying ‘can we come back here?’ As a grandparent was leaving she told me she ‘just might steal the porcupine activity’ the kids were doing. This activity consisted of a porcupine’s body with a number between 1-5 drawn on construction paper and laminated. Clip clothespins then needed to be added to give the porcupines their quills (quills were discussed while reading the books) the number of clothespins matched the number written on the porcupine’s body”. It is exciting to see our patrons of all ages so excited about our programs.”

Rensselaer Library News

Linda reports, “The Adult Winter Read, “Read Away your Winter Blues”, has started and will go until March 7th with weekly prize drawings. In addition to our many regular programs, we added Knit-a-Block to our regular programs this year, and Janice held a second Family Train Day. ... Patty, Janice and I met with the SJC librarian and staff to discuss partnering. Very informative and productive meeting; we left 30 free reads for the SJC library to have on hand for students to have access to. Janice is already scheduled to speak to an education class regarding children’s lit and our collection and database services.”

Janice reports, “It’s been a pretty mild winter so St. Augustine students have been able to come more than last year. The Books and More Group enjoyed watching a video about how snowflakes form and making their own crystals to take home and enjoy. Third Thursday was a fun-filled homemade snow extravaganza.”

Wheatfield Library News

Rachel reports, “I started a five-week session of Junior Achievement with a 3rd grade class at Wheatfield Elementary.”

She continues, “January included a Head Start visit, a winter afterschool program, and a winter book talk for K-1st graders. We also hosted our special story times of the year, Paw Patrol and Sofia the First, and I hired and am in the process of training a new page.”

Please contact me if you are unable to attend the February Board meeting or if you have any questions about material in your packet.-Patty

JCPL FINANCIAL STATEMENT
January 31, 2016

	<u>Beginning 2016 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$621,832.00	\$173,862.36	\$173,862.36	\$71,712.54	\$71,712.54	\$519,682.18
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$11,733.55	\$662.63	\$662.63	\$2,342.00	\$2,342.00	\$13,412.92
DeMotte	\$3,280.63	\$531.94	\$531.94	\$2,252.00	\$2,252.00	\$5,000.69
Rensselaer	\$5,790.86	\$20.48	\$20.48	\$90.00	\$90.00	\$5,860.38
Wheatfield	\$2,662.06	\$110.21	\$110.21	\$0.00	\$0.00	\$2,551.85
Library Improvement Reserve Fund	\$174,701.97	\$28,495.58	\$28,495.58	\$13.10	\$13.10	\$146,219.49
Bond & Interest Redemption Fund	\$172,158.96	\$161,262.50	\$161,262.50	\$0.00	\$0.00	\$10,896.46
Rainy Day Fund	\$311,013.21	\$0.00	\$0.00	\$0.00	\$0.00	\$311,013.21
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$7,264.32	\$1,081.00	\$1,081.00	\$0.00	\$0.00	\$6,183.32
Capital Projects Fund	\$1,278,989.78	\$0.00	\$0.00	\$4.29	\$4.29	\$1,278,994.07
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$98.60	\$0.00	\$0.00	\$0.00	\$0.00	\$98.60
Sales Tax	\$173.69	\$157.31	\$157.31	\$14.72	\$14.72	\$31.10
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Settlement Fund	\$12,908.92	\$0.00	\$0.00	\$0.00	\$0.00	\$12,908.92
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$8,360.65	\$8,360.65	\$8,360.65	\$8,360.65	\$0.00
FICA Tax Collected	\$0.00	\$7,753.14	\$7,753.14	\$7,753.14	\$7,753.14	\$0.00
State Tax Collected	\$3,565.69	\$3,565.74	\$3,565.74	\$3,668.67	\$3,668.67	\$3,668.62
County Tax Collected	\$2,786.38	\$2,786.33	\$2,786.33	\$2,879.08	\$2,879.08	\$2,879.13
Deferred Comp.	\$0.00	\$2,010.00	\$2,010.00	\$2,010.00	\$2,010.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,445.56	\$3,445.56	\$3,149.88	\$3,149.88	(\$295.68)
Employee Life Insur.	\$0.00	\$192.07	\$192.07	\$207.92	\$207.92	\$15.85
Employee INPRS	\$0.00	\$3,114.22	\$3,114.22	\$3,114.22	\$3,114.22	\$0.00
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,597,497.07	\$396,749.09	\$396,749.09	\$105,230.21	\$105,230.21	\$2,305,978.19

Bank Balances**Jasper County Public Library****Report as of: 1/31/16**

Bank		
1	Alliance Bank	\$779,014.44
2	Demotte State Bank	\$14,810.47
3	CD#002-0668943762 Fifth Third Bank	\$500,000.00
4	PNC Bank	\$11,883.28
5	Cash On Hand	\$270.00
7	CD#002-0668943754 Fifth Third Bank	\$275,000.00
8	CD#002-0668943770 Fifth Third Bank	\$725,000.00
Total all banks =		\$2,305,978.19

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 100 OPERATING FUND

Jasper County Public Library

Report Date: From 1/1/16 To 1/31/16

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$67,558.00	\$0.00	\$67,558.00	\$5,530.20	\$5,530.20	\$62,027.80	8.2
1.12 SALARY OF ASSISTANTS	\$1,091,370.00	\$0.00	\$1,091,370.00	\$91,688.33	\$91,688.33	\$999,681.67	8.4
1.13 WAGES OF JANITORS	\$88,012.00	\$0.00	\$88,012.00	\$6,753.60	\$6,753.60	\$81,258.40	7.7
1.21 EMPLOYER'S SHARE-FICA	\$95,391.00	\$0.00	\$95,391.00	\$7,753.14	\$7,753.14	\$87,637.86	8.1
1.22 UNEMPLOYMENT COMPENSATION	\$3,517.00	\$0.00	\$3,517.00	\$310.04	\$310.04	\$3,206.96	8.8
1.23 EMPLOYER'S CONTRIB.- PERF	\$109,799.00	\$0.00	\$109,799.00	\$9,317.67	\$9,317.67	\$100,481.33	8.5
1.24 EMPLOYER'S CONTRIB.- INS.	\$149,936.00	\$0.00	\$149,936.00	\$10,565.97	\$10,565.97	\$139,370.03	7.0
Subtotal	\$1,605,583.00		\$1,605,583.00	\$131,918.95	\$131,918.95	\$1,473,664.05	8.2
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
2.12 STATIONERY AND PRINTING	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,500.00	\$0.00	\$8,500.00	\$896.14	\$896.14	\$7,603.86	10.5
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$16.19	\$16.19	\$5,983.81	0.3
2.23 OTHER OPERATING SUPPLIES	\$7,000.00	\$0.00	\$7,000.00	\$56.04	\$56.04	\$6,943.96	0.8
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
2.32 PAINT AND PAINTING SUPPLIES	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	0.0
2.33 REPAIR PARTS	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
2.41 LIBRARY SUPPLIES	\$15,350.00	\$0.00	\$15,350.00	\$18.28	\$18.28	\$15,331.72	0.1
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0.0
Subtotal	\$40,900.00		\$40,900.00	\$986.65	\$986.65	\$39,913.35	2.4
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$544.00	\$544.00	\$9,456.00	5.4

F36

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Spent</i>
3.145 DATABASES & LICENSING SERVICES	\$21,552.00	\$0.00	\$21,552.00	\$3,834.00	\$3,834.00	\$17,718.00	17.8
3.146 E-BOOKS SERVICES	\$18,500.00	\$0.00	\$18,500.00	\$0.00	\$0.00	\$18,500.00	0.0
3.21 TELEPHONE	\$3,800.00	\$0.00	\$3,800.00	\$278.64	\$278.64	\$3,521.36	7.3
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.0
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$646.11	\$646.11	\$19,353.89	3.2
3.24 PROFESSIONAL MEETINGS	\$10,768.00	\$0.00	\$10,768.00	\$127.20	\$127.20	\$10,640.80	1.2
3.25 FREIGHT	\$2,000.00	\$0.00	\$2,000.00	\$11.25	\$11.25	\$1,988.75	0.6
3.26 NETWORKING	\$64,860.00	\$0.00	\$64,860.00	\$0.00	\$0.00	\$64,860.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
3.33 MARKETING ADVERTISING	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$0.00	\$1,800.00	0.0
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	0.0
3.42 OTHER INSURANCE	\$31,000.00	\$0.00	\$31,000.00	\$3,645.00	\$3,645.00	\$27,355.00	11.8
3.51 GAS	\$45,000.00	\$0.00	\$45,000.00	\$1,605.51	\$1,605.51	\$43,394.49	3.6
3.52 ELECTRICITY	\$100,000.00	\$0.00	\$100,000.00	\$6,316.51	\$6,316.51	\$93,683.49	6.3
3.53 WATER	\$4,000.00	\$0.00	\$4,000.00	\$337.30	\$337.30	\$3,662.70	8.4
3.54 WASTE DISPOSAL SERVICES	\$6,500.00	\$0.00	\$6,500.00	\$586.23	\$586.23	\$5,913.77	9.0
3.61 BUILDING & STRUCTURES	\$66,922.00	\$0.00	\$66,922.00	\$745.00	\$745.00	\$66,177.00	1.1
3.62 EQUIPMENT REPAIRS	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.0
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$64.95	\$64.95	\$235.05	21.7
3.91 DUES	\$1,900.00	\$0.00	\$1,900.00	\$221.00	\$221.00	\$1,679.00	11.6
3.93 TAXES & ASSESSMENTS	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	0.0
3.94 TRANSFER TO LIRF	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$117,119.00	\$0.00	\$117,119.00	\$16,239.07	\$16,239.07	\$100,879.93	13.9
Subtotal	\$639,341.00		\$639,341.00	\$35,201.77	\$35,201.77	\$604,139.23	5.5
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$50,714.00	\$0.00	\$50,714.00	\$1,926.15	\$1,926.15	\$48,787.85	3.8
4.51 BOOKS	\$160,000.00	\$0.00	\$160,000.00	\$1,256.18	\$1,256.18	\$158,743.82	0.8

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Spent</i>
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$714.67	\$714.67	\$24,285.33	2.9
4.53 NONPRINTED MATERIALS	\$58,000.00	\$0.00	\$58,000.00	\$1,857.99	\$1,857.99	\$56,142.01	3.2
Subtotal	\$293,714.00		\$293,714.00	\$5,754.99	\$5,754.99	\$287,959.01	2.0
Grand Total	\$2,579,538.00	\$0.00	\$2,579,538.00	\$173,862.36	\$173,862.36	\$2,405,675.64	6.7

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3c

Appropriation Report for 120.03RENS/DEM & WHTFLD BIRF

Jasper County Public Library

Report Date: From 1/1/16 To 1/31/16

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
3. Other Services and Charges							
3.14 OTHER PROFESSIONAL SERVICES	\$630.00	\$0.00	\$630.00	\$0.00	\$0.00	\$630.00	0.0
3.81 PAYMENT OF BONDS	\$295,000.00	\$0.00	\$295,000.00	\$145,000.00	\$145,000.00	\$150,000.00	49.2
3.82 INTEREST-BONDS	\$29,517.00	\$0.00	\$29,517.00	\$16,262.50	\$16,262.50	\$13,254.50	55.1
Subtotal	\$325,147.00		\$325,147.00	\$161,262.50	\$161,262.50	\$163,884.50	49.6
Grand Total	\$325,147.00	\$0.00	\$325,147.00	\$161,262.50	\$161,262.50	\$163,884.50	49.6

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3D

Appropriation Report for 130 LIRF FUND

Jasper County Public Library

Report Date: From 1/1/16 To 1/31/16

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
Subtotal	\$500.00		\$500.00	\$0.00	\$0.00	\$500.00	0.0
<i>4. Capital Outlays</i>							
4.1 LAND	\$29,500.00	\$0.00	\$29,500.00	\$28,495.58	\$28,495.58	\$1,004.42	96.6
Subtotal	\$29,500.00		\$29,500.00	\$28,495.58	\$28,495.58	\$1,004.42	96.6
Grand Total	\$30,000.00	\$0.00	\$30,000.00	\$28,495.58	\$28,495.58	\$1,504.42	95.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 155 STATE TECHN.FUND GRANT

Jasper County Public Library

Report Date: From 1/1/16 To 1/31/16

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
3. Other Services and Charges							
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$1,081.00	\$1,081.00	(\$1,081.00)	0.0
Subtotal	\$0.00		\$0.00	\$1,081.00	\$1,081.00	(\$1,081.00)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$1,081.00	\$1,081.00	(\$1,081.00)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F-36

Appropriation Report for 165 SALES TAX

Jasper County Public Library

Report Date: From 1/1/16 To 1/31/16

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
3. Other Services and Charges							
3.93 TAXES & ASSESSMENTS	\$0.00	\$0.00	\$0.00	\$157.31	\$157.31	(\$157.31)	0.0
Subtotal	\$0.00		\$0.00	\$157.31	\$157.31	(\$157.31)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$157.31	\$157.31	(\$157.31)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F4a

Voucher List

Jasper County Public Library

Report Date: From 1/1/16 To 1/31/16

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
34421	1	BANK OF NEW YORK MELLON	1/4/16	2004 Bond Payment IMMS# 3108888400; Loan Account# JASLIBGOB04	\$161,262.50
34422	2	ANTHEM BLUE CROSS BLUE	1/11/16	Health Ins. Premiums- January 2016	\$12,597.76
34423	3	ANTHEM LIFE	1/11/16	Life Ins. Premiums- January 2016	\$100.62
34424	4	BAKER & TAYLOR	1/11/16	Books, Continuations, AV, Auto. Yours	\$1,135.57
34425	5	BAKER & TAYLOR ENTERTAIN	1/11/16	DVDs	\$5.00
34426	6	BLUETARP FINANCIAL, INC	1/11/16	4in handy box, ground receptacles, door kick plate, door holders	\$22.34
34427	7	CONSOLIDATED INSURANCE	1/11/16	Directors & Officers Liability Premium- 2016	\$3,645.00
34428	8	CULLIGAN WATER CONDITIO	1/11/16	Wh: Water Cooler Rental-January 2016, 5-gallon drinking water- 9	\$76.50
34429	9	D & S COMPUTER SERVICES	1/11/16	Hosting 1st quarter 2016	\$120.00
34430	10	DANIEL VAN BLAIRCOM	1/11/16	Mileage 5/16-12/23/15: Recycling, pick up maintenance supplies	\$25.76
34431	11	DELTA DENTAL	1/11/16	Dental Ins. Premiums-January 2016	\$551.19
34432	12	DEMOTTE CHAMBER OF COM	1/11/16	Membership Dues- 2016	\$60.00
34433	13	DEPARTMENT OF HOMELAND	1/11/16	Elevator Inspection & Operating Certificate	\$120.00
34434	14	EBSCO INFORMATION SERVI	1/11/16	Consumer Reports database 10/1/15-9/30/17	\$3,834.00
34435	15	ENA SERVICES LLC	1/11/16	Internet Service- December 2015	\$1,081.00
34436	16	JAMES M. STATON	1/11/16	Final payment on property located at 228 West 10th Street SW, DeMotte, Indiana 46310	\$28,495.58
34437	17	LAFAYETTE BANK AND TRUS	1/11/16	Safe Deposit Box Rental- 2016	\$55.00
34438	18	PDR DISTRIBUTION, LLC	1/11/16	Continuations	\$179.85
34439	19	RENSSELAER CHAMBER OF C	1/11/16	Membership Dues 2016; Luncheon Meetings- September & October	\$95.00
34440	20	RENSSELAER ROTARY CLUB	1/11/16	November & December 2015 dues & meals	\$116.00
34441	21	REPUBLIC SERVICES #715	1/11/16	Wh: Trash Service- January 2016	\$73.17
34442	22	ROEING CORPORATION	1/11/16	Tech Maintenance Support - 1st Installment 2016, internal hard drives, Lenovo ServeRAID controller	\$9,212.00
34443	23	THE LIBRARY CORPORATION	1/11/16	Enhanced Content Renewal: Mar 2016-Feb 2017; SIP Communications Protocol: Mar 2016-Feb 2017	\$6,328.00
34444	24	TEI LANDMARK AUDIO	1/11/16	DeM & Wh: Playaway Lease 2/1/16-1/31/17	\$1,805.00
34445	25	VISION SERVICE PLAN	1/11/16	Vision Ins. Premiums- January 2016	\$226.67
34446	26	YVONNE DEL VECCHIO	1/11/16	Mileage 11/4-12/23/15: Walking Books, Book Club, deliver newsletter	\$25.93
0	27	PAYROLL	1/8/16	PAYROLL	\$52,704.40
0	28	BILL HROMADA	1/8/16	Courier Mileage 12/16/15 - 12/31/15 (Conf. #339)	\$320.85
0	29	GREAT-WEST RETIREMENT S	1/8/16	Annuity Contributions withheld 1/8/16 Payroll (Conf. #342)	\$1,005.00
0	30	INDIANA DEPARTMENT OF RE	1/8/16	State & County Taxes withheld December 2015 Payrolls (Ref. #80486)	\$6,352.07
0	31	INPRS fbo PERF	1/8/16	INPRS Contributions 1/8/16 Payroll	\$6,265.77
0	32	IRS USA TAXPAYMENT	1/8/16	Federal Withholding, Medicare, & FICA withheld 1/8/16 Payroll & Ins. (Acknowledgement# 40267004)	\$12,149.72
0	33	TOWN OF DEMOTTE	1/8/16	DeM House: Water & Sewer Service- December 2015	\$84.72
0	34	TOWN OF DEMOTTE	1/8/16	DeM: Water & Sewer Service- December 2015	\$167.64
34447	35	AARON'S LAWN CARE	1/11/16	Snow removal	\$180.00
0	36	ALLIANCE BANK	1/11/16	Direct Deposit Fees- December 2015	\$37.00
34448	37	AVC TECHNOLOGY CORPORA	1/11/16	2016 Annual Accounting & Payroll Support	\$1,596.00
34449	38	BUSINESS CARD	1/11/16	Bicentennial Kick-off expenses, meeting room supplies, vacuum bags, children's supplies, Flickr subscription, toaster oven, poster frame, B2B expenses, Directors meeting expenses	\$258.54

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
34450	39	DONNA BARKO	1/11/16	Mileage 12/29/15-1/8/16: Bank deposits, Post Office, transport	\$72.69
34451	40	INDIANA DEPARTMENT OF EN	1/11/16	Annual public water system fee- WH	\$100.00
34452	41	INDIANA DEPT. OF WORKFOR	1/11/16	4th Quarter 2015 Unemployment Compensation Pymt	\$310.04
34453	42	INDIANA NEWSPAPERS INC.	1/11/16	Rens: Journal & Courier newspaper subscription Acct# JC0007041	\$289.11
34454	43	INDIANA WASTE SERVICE	1/11/16	DeM: Trash pick-up January 2016	\$87.70
34455	44	KONE, INC.	1/11/16	Dem: Quarterly Elevator Maintenance Agreement- 1/1-3/31/16	\$417.33
34456	45	MOVIE LICENSING USA	1/11/16	Site Licenses for Movie Copyright Compliance, 2/1/16-1/31/17 - Wh & Ren Libraries (Lic #186929001)	\$544.00
34457	46	MIDDLEBURY COMMUNITY PU	1/11/16	NICCL Dues for 2016	\$50.00
34458	47	NIPSCO	1/11/16	DeM & Wh: Gas & Electric Service	\$5,236.08
34459	48	OFFICE DEPOT	1/11/16	X-acto blades, binder clips, toner cartridges, label tape, flash drives	\$309.77
34460	49	QUILL CORPORATION	1/11/16	Toner cartridges, fax machine, highlighters, binder clips, sticky notes, pencil case	\$669.49
0	50	SAGE PAYMENT SOLUTIONS	1/11/16	Merchant Processing Fees- November 2014, (automatic withdrawal on 1/4/16)	\$23.85
34461	51	SMITH FARM STORE	1/11/16	Drain cleaner	\$7.99
34462	52	SMITH OFFICE EQUIPMENT	1/11/16	Tape, chair mat, dry erase board cleaner	\$115.51
34463	53	STAPLES CREDIT PLAN	1/11/16	Canvas prints	\$531.94
0	54	TOWN OF WHEATFIELD	1/11/16	Wh: Sewer Service- January 2016 (Conf# 343)	\$56.65
34464	55	UNIQUE MANAGEMENT SERVI	1/11/16	Collections: Initial/Secondary Placements- December 2015	\$179.00
34465	56	USA TODAY	1/11/16	DeM: Newspaper subscription Acct# 4179744	\$288.56
34466	57	ZIESE PLUMBING, HEATING, &	1/11/16	Winterize house next to DeMotte Library.	\$345.00
0	58	INDIANA DEPT OF REVENUE	1/20/16	Sales Tax collected in 2015 less discount.	\$157.31
0	59	PAYROLL	1/25/16	PAYROLL	\$51,267.73
0	60	BILL HROMADA	1/25/16	Courier Mileage 1/1/16 - 1/15/16 (Conf. #345)	\$200.88
0	61	CENTURYLINK	1/25/16	WH: Local Phone Service January 2016 (Conf. # 347)	\$63.25
0	62	CENTURYLINK	1/25/16	WH: Fax Service January 2016 (Conf. # 346)	\$23.40
0	63	CENTURYLINK	1/25/16	Rens: Local phone & fax service January 2016 (Conf #344)	\$191.99
0	64	CITY OF RENSSELAER	1/25/16	RENS: Utilities 12/8/15 - 1/8/16 (Conf. #348)	\$3,073.04
0	65	GREAT-WEST RETIREMENT S	1/25/16	Annuity Contributions withheld 1/25/16 Payroll (Conf. #349)	\$1,005.00
0	66	INPRS fbo PERF	1/25/16	INPRS Contributions 1/25/16 Payroll	\$6,166.12
0	67	IRS USA TAXPAYMENT	1/25/16	Federal Withholding, Medicare, & FICA withheld 1/25/16 Payroll & Ins. (Acknowledgement# 21434318)	\$11,717.21
0	68	AFLAC	1/25/16	Supplemental Insurance January 2015 (Conf. #350)	\$727.36
0	69	COMMUNITY MEDIA	1/25/16	Rens: Rensselaer Republican newspaper subscription Acct# 0043509 (conf# 351)	\$137.00
0	70	SPARKPAY	1/31/16	Merchant Processing Fees- January 2016	\$12.94

F4c

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$396,749.09

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, February 03, 2016

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$396,749.09

Date this 8th day of February, 2016.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
January 31, 2016

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,539.16	\$2,539.16
DeMotte	\$633.28	\$633.28		
Rensselaer	\$1,107.97	\$1,107.97		
Wheatfield	\$797.91	\$797.91		
PHOTOCOPIES:			\$918.19	\$918.19
DeMotte	\$426.54	\$426.54		
Rensselaer	\$310.50	\$310.50		
Wheatfield	\$181.15	\$181.15		
INTEREST (Checking, Repurchase, CDs):.....			\$55.18	\$55.18
TAXES:			\$67,656.08	\$67,656.08
Property Tax	\$0.00	\$0.00		
LOIT	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$55,240.08	\$55,240.08		
Local Option/Property Tax Repl.	\$12,416.00	\$12,416.00		
TAXABLE SALES:-.....			\$10.24	\$10.24
REFUNDS:			\$533.69	\$533.69
Rebates/Refund	\$0.00	\$0.00		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$200.00	\$200.00		
Reimbursement	\$333.69	\$333.69		
Fixed Asset Sales	\$0.00	\$0.00		
Miscellaneous Receipts	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$71,712.54	\$71,712.54
PLAC FUND:.....			\$0.00	\$0.00
GIFT FUNDS:			\$2,342.00	\$2,342.00
DeMotte	\$2,252.00	\$2,252.00		
Rensselaer	\$90.00	\$90.00		
Wheatfield	\$0.00	\$0.00		
LIB. IMPROV. RESERVE FUND:			\$13.10	\$13.10
Interest Earned	\$13.10	\$13.10		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$0.00
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$4.29	\$4.29
Interest Earned	\$4.29	\$4.29		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$0.00
SALES TAX:-.....			\$14.72	\$14.72
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$0.00
Interfund Transfer	\$0.00	\$0.00		
INSURANCE SETTLEMENT FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$74,086.65	\$74,086.65

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WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$8,360.65	\$8,360.65	\$31,143.56	\$31,143.56
FICA Collected	\$7,753.14	\$7,753.14		
State Tax Collected	\$3,668.67	\$3,668.67		
County Tax Collected	\$2,879.08	\$2,879.08		
Deferred Comp Plan	\$2,010.00	\$2,010.00		
Pre-tax Insurance Plans	\$3,149.88	\$3,149.88		
Life Insurance	\$207.92	\$207.92		
INPRS	\$3,114.22	\$3,114.22		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$105,230.21	\$105,230.21

Voucher List

Jasper County Public Library

Report Date: From

2/1/16 To

2/8/16

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
34467	71	AARON'S LAWN CARE	2/8/16	DeM & Wh: Snow removal	\$360.00
34468	72	ACE HARDWARE	2/8/16	Plumbing repair parts, metal repair tape, paint supplies, pull utility, nuts, bolts, v-belt, drywall anchors, simple green cleaner, extension cords (purchased & returned), p trap	\$195.43
34469	73	ANTHEM BLUE CROSS BLUE	2/8/16	Health Ins. Premiums- February 2016	\$12,597.76
34470	74	ANTHEM LIFE	2/8/16	Life Ins. Premiums- February 2016	\$100.62
34471	75	BAKER & TAYLOR	2/8/16	Books, Continuations, AV, Auto. Yours	\$12,489.92
34472	76	BAKER & TAYLOR ENTERTAIN	2/8/16	DVDs	\$495.64
34473	77	CARDINAL OFFICE PRODUCT	2/8/16	DeM: Quarterly maintenance agreement on work room copier 10/21/15-1/21/16	\$677.18
34474	78	Evansville Vanderburgh Public Li	2/8/16	Damaged ILL book- Deadly Little Secrets	\$13.99
34475	79	CHICAGO TRIBUNE	2/8/16	DeM: Newspaper subscription Acct# 20468938	\$363.74
34476	80	DELTA DENTAL	2/8/16	Dental Ins. Premiums-February 2016	\$551.19
34477	81	DEMCO	2/8/16	Crystal clear tape, polyfit, book pockets, foil processing round labels, fastape, coated paper labels, subject classification labels	\$1,096.31
34478	82	DIANE OPOLSKI	2/8/16	Mileage 1/25/16: ASK meeting	\$23.76
34479	83	ENA SERVICES LLC	2/8/16	Internet Service- January 2016	\$1,081.00
34480	84	FLEX-PAC INC	2/8/16	Paper towel rolls, m-folds, hand soap, toilet paper	\$198.76
34481	85	GALE/CENGAGE LEARNING	2/8/16	Books	\$99.95
34482	86	GRAINGER	2/8/16	Tri-flow, filters	\$230.48
34483	87	HP Products	2/8/16	Trash bags, neutral cleaner, neutral disinfectant	\$326.11
34484	88	JASPER CO. VETERANS COU	2/8/16	1- 4x6' US Flag	\$38.00
34485	89	JUNIOR LIBRARY GUILD	2/8/16	Books	\$567.00
34486	90	LIBERTY MUTUAL INSURANC	2/8/16	Renewal Notary Bond- D. Opolski	\$50.00
34487	91	LINDA POORTENGA	2/8/16	Mileage 1/14-1/15/16: Management meeting, B2B	\$62.64
34488	92	M W INSURANCE AGENCY	2/8/16	Bond for Treasurer	\$106.00
34489	93	NETWISE RESOURCES	2/8/16	Rens: staff copier quarterly service agreement	\$569.65
34490	94	PATTY STRINGFELLOW	2/8/16	Mileage 1/8-1/28/16: Directors meeting, branch visit	\$71.28
34491	95	PENGUIN RANDOM HOUSE LL	2/8/16	Audiobooks	\$284.00
34492	96	POST TRIBUNE	2/8/16	Rens: Newspaper subscription Acct# 74364548	\$135.20
34493	97	RELIABLE EXTERMINATORS, I	2/8/16	Rens: Interior treatment	\$50.00
34494	98	REPUBLIC SERVICES #715	2/8/16	Wh: Trash Service- February 2016	\$73.17
34495	99	ROEING CORPORATION	2/8/16	ABC replacement battery cartridge #22	\$190.00
34496	100	SCHOLASTIC LIBRARY	2/8/16	Books	\$156.00
34497	101	SVT, LLC	2/8/16	Anime Club expenses, Valentine program expenses, Train Day expenses	\$62.11
34498	102	THOMSON REUTERS - WEST	2/8/16	Continuations	\$268.00
34499	103	VISION SERVICE PLAN	2/8/16	Vision Ins. Premiums- February 2016	\$226.67
34500	104	WAL-MART COMMUNITY/RFC	2/8/16	DVDs, CDs, Adult Winter Read prizes, Anime Club expenses, microwave, batteries, clorox wipes	\$983.32
0	106	ALLIANCE BANK	2/8/16	Direct Deposit Fees- January 2016	\$37.10
34501	107	BUSINESS CARD	2/8/16	PLA registration & expenses, children's supplies, Management meeting expenses, State Park Entrance permits, signature stamp, Notary renewal application fee, books, B2B expenses, staff anniversary card, Conference for Women registration, ceiling tiles	\$2,239.04
34502	108	CENTURYLINK	2/8/16	Rens: Local phone & fax service February 2016	\$189.82
34503	109	COMMUNITY MEDIA	2/8/16	Wh: Rensselaer Republican newspaper subscription Acct# 0038731	\$137.00
34504	110	CULLIGAN WATER CONDITIO	2/8/16	Wh: Water Cooler Rental-February 2016	\$11.95

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**Warrant
Number****Claim
Number****Name of Claimant****Date****Explanation****Total**

34505	111	DUMAS & MAHNESMITH P.C.	2/8/16	Legal Assistance: performance agreement	\$190.00
34506	112	GREY HOUSE PUBLISHING	2/8/16	Book	\$134.10
34507	113	INDIANA WASTE SERVICE	2/8/16	DeM: Trash pick-up February 2016	\$87.70
34508	114	KIRBY RISK CORPORATION	2/8/16	Light bulbs, ballasts	\$444.90
34509	115	NIPSCO	2/8/16	DeM & Wh: Gas & Electric Service	\$4,932.13
34510	116	OFFICE DEPOT	2/8/16	Contact paper, kleenex, notepads, laminating pouches, dry erase markers, construction paper, permanent markers, sticky notes, label tape, binders, pens, copy paper	\$488.94
34511	117	OVERDRIVE	2/8/16	Database Maintenance Fee & Future Content Purchases (February 2016-January 2017)	\$3,000.00
34512	118	POSTMASTER	2/8/16	Stamps	\$277.20
34513	119	QUILL CORPORATION	2/8/16	Swiffer duster refills, lysol spray, windex, goo gone, clorox wipes, labels, push pins, file folders, hanging file folders, divider tabs, filler paper, toner cartridges, sticky notes, sandwich bags	\$442.92
34514	120	RAYANN GILMORE	2/8/16	Rens. Petty Cash: postage, laundry	\$44.98
0	121	SAGE PAYMENT SOLUTIONS	2/8/16	Merchant Processing Fees- January 2016, (automatic withdrawal on 2/1/16)	\$23.85
34515	122	SIMPLEXGRINNELL	2/8/16	Annual Fire Alarm Test & Inspection	\$2,528.94
34516	123	TECH LOGIC	2/8/16	CircIT Software Renewal- 1yr (March1-February 28)	\$1,248.00
34517	124	UNIQUE MANAGEMENT SERVI	2/8/16	Collections: Initial/Secondary Placements- January 2016	\$161.10
34518	125	YVONNE DEL VECCHIO	2/8/16	Book	\$27.71

Total Amount of Claims \$51,442.26

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, February 08, 2016

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$51,442.26

Date this 8th day of February, 2016.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Mar

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, March 14, 2016, 6pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items Action

Minutes of February Board Meeting
Bills/Financial Reports
Conference Request (R 12)

General Business

DeMotte Library – East Parking Lot (R 12)	Discussion
Annual Impacts - Report of Rensselaer Headquarters	
Librarian and Youth Services Librarian (R 12)	Information
Purge of Patron Records (R 12)	Action

Director's Report (R 12-R 15)

Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

February 8, 2016
Rensselaer Library

Present: Natalie Waling, Jody Melton, Janet Umlauf, Janelle Harper, Timothy Schultz, Mark Heinig, Patricia Stringfellow, Rayann Gilmore

Absent: Deana George

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the January Board Meeting Minutes, bills/financial reports, Salary Ordinance update, Holiday Policy review, Library Behavior Policy revisions, 2016 Staff Development Day, and Nonresident Borrowing Fee were approved on a motion by N. Waling and seconded by J. Harper. Motion passed.

Oath of Office – Assistant Treasurer: J. Harper, Assistant Treasurer, took the Oath of Office and signed the bond document.

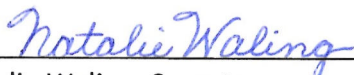
Fax Service: Currently, the Library does not offer fax service to patrons at any of our locations. Patrons are coming to the library to fax because they cannot easily find this service elsewhere in their community. DeMotte Library receives 2-3 queries a day regarding fax service, Wheatfield Library receives a question about fax service typically twice per day, and Rensselaer Library receives a query about faxing at least once per week. To be responsive to community need, we recommend that the library offer fax service for patrons via Fax 24. Whiting and Westchester Public Libraries in northwest Indiana offer this service via Fax 24 and report that it is self-sufficient. Fax 24 would provide and maintain the equipment. J. Umlauf moved that the Library offer fax service to the public via Fax 24, seconded by M. Heinig. Motion passed.

LSTA Grant: We plan to apply for an LSTA Grant in March, seeking funding for charging stations at each library location. If our grant is approved, we will purchase six charging stations with each library receiving two, one for the children's department and one for the adult department. Our patrons are relying upon and using their own devices more and more when visiting the library. We feel we need to provide more charging options for them. The grant total for this project is \$8605.86. The library's portion would be 10% of the total. Operating and/or gift funds will be used for our portion of the cost.

Director's Report: Our 2016 Budget has been approved by the Department of Local Government Finance. We bid out our building insurance every three years, so this is the year to seek bids. P. Stringfellow will send out invitations for bid this month. Quotes will be due in March. Our Indiana Public Library Annual Report for 2015 has been submitted to the State Library. Bicentennial Plans are underway. Board members received a promotional brochure for the Rensselaer Library's Bicentennial-related events and a summary of the plans for the DeMotte and Wheatfield Libraries.

Items for Future Agendas: Attorney, Ed Dumas, will be at the March Board Meeting to discuss the parking lot agreement that expires May 31, 2016.

Adjournment: With no further matters for discussion J. Umlauf moved, seconded by J. Harper to adjourn the meeting at 6:35 PM.



Natalie Waling, Secretary


Attest: J. Melton, President

CIRCULATION BY HOLDINGS CODE

February 2016

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	21	0	0	21
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	32	10	0	42
Blu-Ray (DBR)	96	0	0	96
Books on CD (DBKCD)	107	5	5	117
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	100	12	3	115
Digital Audiobooks (DDA)	19	0	0	19
DVD (DDVD)	1105	19	3	1127
Equipment (DEQP)	64	0	0	64
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	31	0	0	31
Fiction (DFIC)	630	28	20	678
Fiction Fantasy (DFICF)	2	0	0	2
Fiction Mystery (DFICM)	57	5	0	62
Fiction New (DFICNEW)	338	8	9	355
Fiction Science Fiction (DFICSF)	14	0	0	14
Fiction Western (DFICW)	13	1	0	14
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	53	0	0	53
Hanging Bags (DHANG)	10	0	0	10
ILL (DILL)	63	1	0	64
Internet (DINTER)	683	0	0	683
Juv. Audio book (DJAUDB)	14	0	0	14
Juv. Biography (DJBIO)	14	5	2	21
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	15	0	0	15
Juvenile Easy (DJE)	598	12	0	610
Juv. Easy Non-fiction (DJENF)	73	3	0	76
Juv. Easy Reader (DJER)	369	5	3	377
Juv. Fiction (DJFIC)	429	10	6	445
Juv. Holiday books (DJHOL)	50	7	0	57
Juv. Magazine (DJMAG)	22	0	0	22
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	234	40	1	275
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	64	3	1	68

Large Print Fiction (DLPF)	134	7	3	144
Large Print Nonfic (DLPNF)	19	2	0	21
Magazine (DMAG)	540	4	4	548
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	15	0	0	15
Nonfiction 100 (DNF100)	17	0	1	18
Nonfiction 200 (DNF200)	37	3	1	41
Nonfiction 300 (DNF300)	38	9	2	49
Nonfiction 400 (DNF400)	2	2	0	4
Nonfiction 500 (DNF500)	18	4	0	22
Nonfiction 600 (DNF600)	113	8	0	121
Nonfiction 700 (DNF700)	56	3	4	63
Nonfiction 800 (DNF800)	4	2	0	6
Nonfiction 900 (DNF900)	51	2	1	54
Nonfiction Blu-Ray (DNFBR)	3	0	0	3
Nonfiction DVD (DNFDVD)	100	0	0	100
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	113	10	1	124
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	1	0	0	1
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	13	0	0	13
Software (DSWAR)	14	0	0	14
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUSB)	11	0	0	11
YA Biography (DYAB)	3	1	0	4
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	139	6	8	153
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	17	1	0	18
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	4	0	0	4
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	42	4	48
Blu-Ray (RBR)	2	268	1	271
Books on CD (RBKCD)	5	79	0	84
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	6	270	3	279
Digital Audiobooks (RDA)	1	21	0	22
DVD (RDVD)	23	2226	18	2267
Equipment (REQP)	0	4	0	4
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	25	0	25
Fiction (RFIC)	24	666	16	706
Fiction New (RFICNEW)	10	314	12	336

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	7	147	4	158
Hanging Bag (RHANG)	0	7	0	7
ILL (RILL)	1	72	1	74
Internet (RINTER)	0	1276	0	1276
Juv. Audio book (RJAUDB)	1	26	0	27
Juv. Biography (RJBIO)	2	33	0	35
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	2	24	0	26
Juvenile Easy (RJE)	16	532	1	549
Juv. Easy Non-fiction (RJENF)	1	79	0	80
Juv. Easy Reader (RJER)	2	220	0	222
Juv. Fiction (RJFIC)	12	475	4	491
Juv. Magazine (RJMAG)	0	14	0	14
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	10	417	1	428
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	2	0	2
Juv. Toddler (RJTOD)	0	53	0	53
Large Print Fiction (RLPF)	14	218	3	235
Large Print Nonfic (RLPNF)	0	9	1	10
Magazine (RMAG)	0	302	0	302
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	2	2	0	4
Non-Fiction 100 (RNF100)	2	17	2	21
Non-Fiction 200 (RNF200)	4	35	1	40
Non-Fiction 300 (RNF300)	9	53	2	64
Non-Fiction 400 (RNF400)	2	9	1	12
Non-Fiction 500 (RNF500)	2	16	0	18
Non-Fiction 600 (RNF600)	27	198	8	233
Non-Fiction 700 (RNF700)	5	81	4	90
Non-Fiction 800 (RNF800)	1	11	0	12
Non-Fiction 900 (RNF900)	0	61	1	62
Nonfiction Blu-Ray (RNFBFR)	0	11	1	12
Nonfiction DVD (RNFDVD)	5	173	1	179
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	16	157	11	184
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	0	0	0
Professional Coll. (RPRO)	0	15	0	15
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	13	0	13
Software (RSWAR)	0	10	0	10
Vertical File (RVF)	0	1	0	1
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	1	10	0	11
YA Biography (RYAB)	0	8	1	9

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	2	102	2	106
YA Music CD (RYACD)	1	37	0	38
YA Nonfiction (RYANF)	0	12	0	12
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	4	0	4
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	5	3	16	24
Blu-Ray (WBR)	0	0	190	190
Books on CD (WBKCD)	18	5	158	181
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	19	18	74	111
Digital Audiobooks (WDA)	2	0	27	29
DVD (WDVD)	18	32	1408	1458
Equipment (WEQP)	0	0	21	21
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	12	12
Fiction (WFIC)	27	20	308	355
Fiction Fantasy (WFICF)	0	0	7	7
Fiction Mystery (WFICM)	3	2	45	50
Fiction New (WFICNEW)	12	2	188	202
Fiction Science Fiction (WFICSF)	0	2	7	9
Fiction Western (WFICW)	0	0	11	11
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	27	27
Hanging Bags (WHANG)	0	0	2	2
ILL (WILL)	0	1	34	35
Internet (WINTER)	0	0	391	391
Juv. Audio book (WJAUDB)	3	2	11	16
Juv. Biography (WJBIO)	1	6	29	36
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	2	1	11	14
Juvenile Easy (WJE)	12	24	212	248
Juv. Easy Non-fiction (WJENF)	0	1	22	23
Juv. Easy Reader (WJER)	6	2	166	174
Juv. Fiction (WJFIC)	18	11	254	283
Juv. Magazine (WJMAG)	2	0	7	9
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	5	34	114	153
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	2	3	107	112
Large Print Fiction (WLPF)	22	10	82	114
Large Print Nonfic (WLPNF)	1	1	4	6
Magazine (WMAG)	25	0	282	307
Non-Fiction 000 (WNF000)	1	0	2	3
Non-Fiction 100 (WNF100)	0	1	7	8
Non-Fiction 200 (WNF200)	1	1	5	7
Non-Fiction 300 (WNF300)	1	2	13	16
Non-Fiction 400 (WNF400)	0	0	3	3

Non-Fiction 500 (WNF500)	1	0	0	1
Non-Fiction 600 (WNF600)	7	7	63	77
Non-Fiction 700 (WNF700)	1	0	22	23
Non-Fiction 800 (WNF800)	1	0	15	16
Non-Fiction 900 (WNF900)	1	4	26	31
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	0	0	66	66
Nonfiction (WNFIC)	3	0	1	4
Nonfiction New (WNFNEW)	10	4	44	58
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	7	7
Software (WSWAR)	0	0	1	1
Vertical File (WVF)	0	0	3	3
VHS (WVHS)	0	0	0	0
YA Audio book (WYAUDB)	0	0	0	0
YA Biography (WYAB)	0	0	6	6
YA Books on CD (WYABKCD)	0	6	0	6
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	7	11	164	182
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	1	12	14
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	7241	9312	4869	21422

CIRCULATION BY HOLDINGS CODE
February 2016

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	21	0	0	21
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	39	55	20	114
Blu-Ray (BR)	101	279	192	572
Books on CD (BKCD)	130	89	163	382
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	125	300	80	505
Digital Audiobooks (DA)	22	21	27	70
DVD (DVD)	1146	2277	1429	4852
Equipment (EQP)	64	4	21	89
See librarian (ERR)	0	0	0	0

Express Book (EXP)	31	25	12	68
Fiction (FIC)	681	714	344	1739
Fiction Fantasy (FICF)	2	0	7	9
Fiction Mystery (FICM)	60	7	45	112
Fiction New (FICNEW)	360	324	209	893
Fiction Science Fiction (FICSF)	14	2	7	23
Fiction Western (FICW)	13	1	11	25
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	60	147	31	238
Hanging Bags (HANG)	10	7	2	19
ILL (ILL)	64	74	35	173
Internet (INTR)	683	1276	391	2350
Juv. Audio book (JAUDB)	18	28	11	57
Juv. Biography (JBIO)	17	44	31	92
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	19	25	11	55
Juvenile Easy (JE)	626	568	213	1407
Juv. Easy Non-Fiction (JENF)	74	83	22	179
Juv. Easy Reader (JER)	377	227	169	773
Juv. Fiction (JFIC)	459	496	264	1219
Juv. Holiday (JHOL)	50	7	0	57
Juv. Magazine (JMAG)	24	14	7	45
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	249	491	116	856
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	2	0	2
Juv. Toddler (JTOD)	66	59	108	233
Large Print Fiction (LPF)	170	235	88	493
Large Print Nonfic (LPNF)	20	12	5	37
Magazine (MAG)	565	306	286	1157
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	18	2	2	22
Non-Fiction 100 (NF100)	19	18	10	47
Non-Fiction 200 (NF200)	42	39	7	88
Non-Fiction 300 (NF300)	48	64	17	129
Non-Fiction 400 (NF400)	4	11	4	19
Non-Fiction 500 (NF500)	21	20	0	41
Non-Fiction 600 (NF600)	147	213	71	431
Non-Fiction 700 (NF700)	62	84	30	176
Non-Fiction 800 (NF800)	6	13	15	34
Non-Fiction 900 (NF900)	52	67	28	147
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	105	173	67	345
Nonfiction (NFIC)	3	0	1	4
Nonfiction New (NFNEW)	139	171	56	366
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	1	0	0	1
Professional Coll. (PROF)	0	15	0	15
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	1	0	0	1

Reference (REF)	72	91	70	233
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	13	13	7	33
Software (SWAR)	14	10	1	25
Vertical File (VF)	0	1	3	4
VHS	0	0	0	0
YA Audio book (YAUDB)	12	10	0	22
YA Biography (YAB)	3	9	7	19
YA Books on CD (YABKCD)	0	6	0	6
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	148	119	174	441
YA Music CD (YACD)	1	37	0	38
YA Nonfiction (YANF)	18	14	12	44
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	4	4	0	8
				0
Free reads	356	214	47	617
Games/Puzzles	32	111	0	143
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	7701	9728	4986	22415

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1691	1526	770	3987
Nonfiction	770	962	378	2110
CHILDREN'S BOOKS				
Fiction	1549	1350	754	3653
Nonfiction	391	627	169	1187
YA BOOKS				
Fiction	208	266	205	679
Nonfiction	21	23	19	63
Magazines, Adult	565	306	286	1157
Magazines, Children	24	14	7	45
Sound Recordings, adult	289	426	270	985
Sound Recordings, ch	48	97	24	169
Online databases	0	0	0	0
Software	14	10	1	25
Vertical file	0	1	3	4
VHS/DVD/Blu-Ray	1352	2729	1688	5769
Equipment	64	4	21	89
Total	6986	8341	4595	19922
A-V Circulation	1703	3262	1983	6948
A-V Circulation as % of total	24.4%	39.1%	43.2%	34.9%

February 2016

DEMOTTE

WHEATFIELD

Added	Withdrew	Circu-
Vols.	Vols.	lation

Added Vols.	Withdrew Vols.	Circu- lation
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Added	Withdrew	Circu-	Total
Vols.	Vols.	lation	Circ.

XX

Fiction	143	3	1,691	63	1	1,526	65	1	770	3,987
Nonfiction	93	453	770	97	156	962	35	4	378	2,110

Fiction	117	3	1,549	38	2	1,350	68	1	754	3,653
Nonfiction	21	2	391	8	92	627	11	2	169	1,187

Fiction	52	2	208	53	0	266	28	1	205	679
Nonfiction	1	0	21	8	0	23	1	0	19	63

Magazines,Adult	565	306	286	1,157
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Magazines, Child	24	14	7	45
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Games, Toys	270	270
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Sound Rec/Adult	18	5	289	10	0	426	24	5	24	739
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Sound Rec/Child	11	0	48	10	0	97	9	17	0	145
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Software	0	0	14	0	54	10	0	0	3	27
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Vertical Files	0	0	0	0	0	1	0	0	1.688	1.689
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VHS/DVD/BluRay	65	3	1.352	80	10	2.729	58	2	21	4.102
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Equipment	64	4	68
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TOTAL	521	471	6,986	367	315	8,341	299	33	4,595	19,922
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DEMOTTE

RENSSELAER

WHEATFIELD

Total Materials Owned	77,596	75,467	57,967
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Circulation Increase/Decrease	-3.8%	2.1%	-21.0%
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MONTHLY SYSTEM STATISTICS

2015

2016

% change

Current month's Circulation	21,250	19,922	-6.2%
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Jan. to date circulation	44,312	41,222	-7.0%
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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
21,249	21,389	14,814	14,876	16,191	16,255 Fiction
20,293	19,933	21,040	20,981	9,786	9,817 Nonfiction
					CHILDREN'S BKS
15,393	15,507	13,933	13,969	12,107	12,174 Fiction
8,367	8,386	6,988	6,904	6,284	6,293 Nonfiction
					YA BOOKS
2,190	2,240	3,075	3,128	2,768	2,795 Fiction
516	517	576	584	158	159 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
3,792	3,805	4,468	4,478	4,234	4,253 Sound Rec/Adult
630	641	571	581	898	890 Sound Rec/Child
18	18	29	29	7	7 Online Databases
209	209	224	170	-11	-11 Software
-60	-60			4	4 Vertical Files
4,831	4,893	9,535	9,605	5,218	5,274 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
77,546	77,596	75,415	75,467	57,701	57,967 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5

February 2016

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	104	23	188	41	277	60	569	123
LOCAL HISTORY								
In person	5	1	3	1	0	0	8	2
Letters written	3	3	1	1	0	0	4	4
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	683	28	1276	53	391	16	2350	98
Internet use-Wireless	1943		2929		957		5829	
Computer software used	209	17	120	10	96	8	425	35
VCR Use	0	0	0	0	1	0	1	0
Microforms	0	0	11	1	0	0	11	1
CD ROM/Online databases	96	8	174	15	114	10	384	32
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	10	3	7	2	6	2	23	8
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	1		4		0		5	
Outreach activities	41	41	31	21	0	0	72	48
Notarized documents	1	0	4	1	12	3	17	4
Meeting Room Use (no. of group)	40	13	61	20	29	10	130	43
Study room use	31	3	38	3	52	4	121	10
Proctoring	0	0	1	1	0	0	1	1
Tax Forms distributed	16	0	19	0	0	0	35	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							1421	
IN-HOUSE USE ITEMS	71		282		164		517	
SELF-CHECKOUT USE	185		723		204		1112	
INTERLIBRARY LOANS								
Requests made for:	71	18	98	25	81	20	250	63
Items rec'd for:	72	36	91	46	70	35	233	117
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	8006	10563	5002	23571
Non-resident, paying	1	0	0	1
PLAC card users	0	3	0	3
Reciprocal borrowers	329	478	138	945
Number of New Patrons Added	45	28	19	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	2	12	0	0	2	12
Children's Programs (0-13)	12	72	19	114	9	54	40	240
Number attending	118		181		202		501	
YA Programs (14-17)	1	6	2	12	0	0	3	18
Number attending	10		24		0		34	
Adult Programs	6	36	8	48	5	30	19	114
Number attending	98		91		43		232	
Senior Citizen Programs	13	78	3	18	3	18	19	114
Number attending	97		24		43		164	
Total Number of Programs	32	192	34	204	17	102	83	498
Total Persons Attending	323		320		288		931	
Total Attending Same Month Last Yr.	249		240		317		806	
Total Staff Hours Spent		387		444		270	1101	1088
Total Number of In-House Program	25		33		13		71	
Total Attendance	232		296		153		681	
Total Number of Outreach Program	7		1		4		12	
Total Attendance	91		24		135		250	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5268	75.8%	5902	70.6%	3025	66.9%	14195	71.6%
Corporate	6	0.1%	12	0.1%	0	0.0%	18	0.1%
Juvenile 0-11	30	0.4%	120	1.4%	37	0.8%	187	0.9%
Juvenile-AV	582	8.4%	914	10.9%	529	11.7%	2025	10.2%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	199	2.9%	342	4.1%	117	2.6%	658	3.3%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	4	0.1%	11	0.1%	0	0.0%	15	0.1%
Reciprocal YA	0	0.0%	2	0.0%	0	0.0%	2	0.0%
Reciprocal YA AV	0	0.0%	3	0.0%	0	0.0%	3	0.0%
School	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School AV	0	0.0%	4	0.0%	0	0.0%	4	0.0%
St. Joseph College	0	0.0%	86	1.0%	0	0.0%	86	0.4%
Staff	653	9.4%	593	7.1%	557	12.3%	1803	9.1%
Walking books	62	0.9%	109	1.3%	35	0.8%	206	1.0%
YA 12-17	15	0.2%	36	0.4%	24	0.5%	75	2.8%
YA-AV	127	1.8%	227	2.7%	201	4.4%	555	2.8%
Total	6946		8361		4525		19832	
All items borrowed by nonresidents	203	2.9%	448	5.4%	117	2.6%	768	3.9%

Director's Report February 2016

Consent Agenda

You will be approving the minutes of the February board meeting, bills, and financial reports.

Conference Request: I am requesting approval to send four staff members to TLCU in Tempe, Arizona October 16-19, 2016. TLCU is a user group meeting sponsored by The Library Corporation, our automated system vendor. Last year we sent two technical services staff members to this conference, and they found it extremely valuable. They came back bursting with understanding and newfound knowledge of our automated system. This year we would like to send two technical services staff members again along with two public service librarians. If we register by March 15 we can take advantage of an early bird discount and save \$100 off the standard registration rate. Our registration rate would be \$199 per participant. There would be travel expenses, namely airfare and accommodations, but sufficient funds have been budgeted for these expenses. **If you approve the Consent Agenda, you will approve our sending four staff members to TLCU in Tempe, Arizona in October 2016.**

General Business

DeMotte Library – East Parking Lot: We lease a portion of Kankakee Valley School Corporation property that is located just east of our DeMotte Library property. This area is paved and is used for parking. Our lease agreement with KV School will terminate on May 31, 2016. You determined last year that you wish to renegotiate this lease. I have asked Ed Dumas to assist with this matter. Ed has been given a copy of the original Real Estate Lease, legal descriptions, correspondence, and resolutions from 1991 for his review. Ed will attend our board meeting to provide information.

Annual Impacts - Report of Rensselaer Headquarters Librarian and Youth Services Librarian: Linda Poortenga and Janice Wilma will present their Annual Impact Reports at the March Board meeting, reporting on adult and youth services.

Purge of Patron Records: We purge our patron database on an annual basis, removing patrons who have a zero balance, no items out, and a date of last activity of at least one year. It is our policy to leave patrons in our database when their library cards are inactive but they still owe fines and/or have not returned overdue materials. We would like to purge our patron database of patrons owing \$1 or less, with no items out, and whose card expired prior to January 1, 2013. We wish to do this because the fees that we pay for some of our database licenses and our movie licensing agreements are based upon our total number of registered borrowers. Having people in our database who owe us small amounts of money may end up costing the library more than fees we would potentially collect from them. Board approval is needed to purge our patron

database of patrons owing \$1 or less, with no items out, and whose card expired prior to January 1, 2013.

Director's Report:

Three policies are up for review this month – Public Purchase Policy, Board Code of Ethics, and Staff Complaint Policy. No revisions are recommended to the Public Purchase Policy and Staff Complaint Policy. Revisions are in process for the Board Code of Ethics Policy due to some new requirements regarding internal control and Indiana Libraries. You will be hearing more about this in late spring/early summer.

I viewed an On Local Government presentation by Larry DeBoer from Purdue's Department of Agricultural Economics in March. He discussed proposed changes to farmland assessment, the maximum growth quotient, and road funding. He always allows time for Q & A at the end, and one participant asked about the upcoming LOIT reform. Local tax will be redesigned in every county, combined into one rate. I first learned of this at the end of 2015 and have been watching for more information. There is a legislative study currently in progress with results due in June. Professor DeBoer plans a summer presentation on the LOIT reform but did explain that the goal is to recreate what already exists with more transparency and that he does not expect too much effect. I will share more information as it becomes available.

I received a lovely email from David J. Vohlken this month. We have his arrowhead collection on display at Wheatfield Library. It has been there for years and many patrons take time to look it over. He wrote: "I'd like everyone at the Library to know that I am very appreciative of the opportunity to display my artifacts and share a small part of our area's pre-history. All of the pieces displayed were surface-found in Jasper, Newton and Pulaski Counties. Potential campsites were identified, permission to hunt obtained and the searches began. The sites that turned-out to be actual campsites were hunted over and over again for years until they either "played-out," or age brought the hunts to an end. Two Ball State University archaeologists reviewed my collection two years ago and expressed some surprise at the number of Paleolithic specimens present. When the peer review, redaction and editing phase of their report are published, hopefully this coming summer, I'll be providing the Library with a copy. If you should have any inquiries about the collection, or the subject, please feel free to give me a call—I'll find the answer."

Since our last Long Range Plan/Technology Plan Update we have completed the following: Bicentennial kick-off and continued support through programs and displays; participated in the Wheatfield Chamber Christmas Tree Lighting event; delivered materials to Walking Book patrons; participated in the Junior Achievement Program at Wheatfield Elementary; visited local schools to read and promote the library to the students; participated in Friends of the Library monthly meetings; updated Community Resource Guide, User Guide, and Gifts and Memorial Donation brochure; various

committees have met; viewed numerous webinars; offered computer classes, health screenings, and craft programs; added new materials to e-book collection; set up Facebook page with Locations and Place Tips; investigated SRCS and submitted letter of interest; set up Backup DHCP server at DeMotte and Wheatfield; uploaded RCHS yearbooks to Internet for public access; readied VHS-DVD converters for patron use and began to discuss guidelines for use; hosted Automation Counterparts meeting; evaluated bandwidth to each location; began to plan Staff Development Day 2016; powered study carrels at DeMotte Library; wrote LSTA grant for charging stations for each library location; met with Director at Robinson Memorial Library at Saint Joseph's College to discuss needs and collaborations; began circulating State Park Passes; invited local artists to submit art for our 1000 Books keepsake journal; began implementation of Fax Service for patrons; completed all annual reports as required by various state agencies; requested quotes for building insurance; visited education class at St. Joseph's College to promote the library and children's literature resources; established a free read collection at Saint Joseph's College; worked on Bicentennial Photography project with CDC Resources; continued to spruce up our libraries with much needed painting; held Family Train Day at Rensselaer Library; began offering yoga classes at DeMotte and Wheatfield libraries; began work on Books2Bridge.

We have to replace a backflow at DeMotte Library. When we hooked up to town water, they did not require a testable backflow, now they do, so we have arranged for a plumber to make this change.

Staff Development Day plans are underway. We strive to arrange a day of relationship building and learning together. As plans develop I will share the day's agenda.

We closed the library for two days in late February due to blizzard conditions and road closures.

System Administrator News

Sheila participated in several webinars this month with topics ranging from digital literacy and tech trends to e-rate. She configured new computers, prepared equipment for recycling, and implemented some new Facebook features for the library namely place tips and beacons. At long last we have a main Facebook page with 3 location pages. This has always been our goal but Facebook made this challenging. We are finally there.

Technical Services News

Peggy and Becky met with Branch Heads to review Automatically Yours and Continuations lists. Input has also been received from our Children's Librarians. Becky ran reports related to our annual purge of patron records and shared this information with relevant staff.

DeMotte Library News

Debbie reports, "All of our historical pictures are hung. Marlene hung them all and researched for the side frames. We are very excited to say that the KV post did an article on our new pictures related to the Indiana Bicentennial and DeMotte history. The article was on the front of the KV Post newspaper – front and center The Bicentennial winter coloring contest that was held throughout this month was successful, with 15 entrants in the youngest age range, 22 entrants in the middle age range, 7 entrants for the teens, and 8 entrants for the adults."

Rensselaer Library News

Linda reports, "Our Adult Winter Read has been a hit. One weekly winner sent us a thank you note. A DNR employee presented a well attended and informative Underground Railroad program ... February was filled with random acts of kindness for our program participants and their pets. Shannon Anderson's visit was fun and interesting and we learned about a new book she has coming out. Our stuffed pet sleep over was well attended and the owners really enjoyed having pictures of the activities their stuffed pets did while in the library. Our Saturday hot dog lunch with our stuffed pets included hot dogs, chips, juice, and cookies. We could pretend it was a picnic in the middle of winter."

Wheatfield Library News

Evie reports, "Youth services kept busy with a number of successful programs, including a winter story time session, full Valentine after school program, and a book discussion with 2nd-5th grade students ... Rachael spent a number of hours working with Wheatfield Elementary doing class visits and participating in the Junior Achievement program. Carolyn did a lot of prep work for many of the programs, including research on QR codes for a scavenger hunt planned for Teen Tech Week; she also made posters, PowerPoint slides, and entered programs into Engaged Patrons, as well as reorganized/consolidated program pictures from 2014 and 2015."

Please contact me if you are unable to attend the March board meeting or if you have any questions about material in your packet.-Patty

JCPL FINANCIAL STATEMENT

February 29, 2016

	<u>Beginning 2016 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$621,832.00	\$170,877.03	\$344,739.39	\$73,793.41	\$145,505.95	\$422,598.56
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$11,733.55	\$304.42	\$967.05	\$721.50	\$3,063.50	\$13,830.00
DeMotte	\$3,280.63	(\$8.88)	\$523.06	\$0.00	\$2,252.00	\$5,009.57
Rensselaer	\$5,790.86	\$269.53	\$290.01	\$585.00	\$675.00	\$6,175.85
Wheatfield	\$2,662.06	\$43.77	\$153.98	\$136.50	\$136.50	\$2,644.58
Library Improvement Reserve Fund	\$174,701.97	\$0.00	\$28,495.58	\$12.42	\$25.52	\$146,231.91
Bond & Interest Redemption Fund	\$172,158.96	\$2,641.00	\$163,903.50	\$0.00	\$0.00	\$8,255.46
Rainy Day Fund	\$311,013.21	\$0.00	\$0.00	\$0.00	\$0.00	\$311,013.21
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$7,264.32	\$1,081.00	\$2,162.00	\$0.00	\$0.00	\$5,102.32
Capital Projects Fund	\$1,278,989.78	\$0.00	\$0.00	\$4.59	\$8.88	\$1,278,998.66
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$98.60	\$98.60	\$98.60	\$0.00	\$0.00	\$0.00
Sales Tax	\$173.69	\$0.00	\$157.31	\$7.27	\$21.99	\$38.37
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Settlement Fund	\$12,908.92	\$0.00	\$0.00	\$0.00	\$0.00	\$12,908.92
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$8,066.38	\$16,427.03	\$8,066.38	\$16,427.03	\$0.00
FICA Tax Collected	\$0.00	\$7,571.37	\$15,324.51	\$7,571.37	\$15,324.51	\$0.00
State Tax Collected	\$3,565.69	\$3,668.67	\$7,234.41	\$3,590.04	\$7,258.71	\$3,589.99
County Tax Collected	\$2,786.38	\$2,879.08	\$5,665.41	\$2,664.66	\$5,543.74	\$2,664.71
Deferred Comp.	\$0.00	\$2,010.00	\$4,020.00	\$2,010.00	\$4,020.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,172.18	\$6,617.74	\$3,828.35	\$6,978.23	\$360.49
Employee Life Insur.	\$0.00	\$182.07	\$374.14	\$183.20	\$391.12	\$16.98
Employee INPRS	\$0.00	\$3,024.08	\$6,138.30	\$3,024.08	\$6,138.30	\$0.00
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,597,497.07	\$205,575.88	\$602,324.97	\$105,477.27	\$210,707.48	\$2,205,879.58

Bank Balances
Jasper County Public Library
Report as of: 2/29/16

<i>Bank</i>		
1	Alliance Bank	\$678,915.10
2	Demotte State Bank	\$14,811.10
3	CD#002-0668943762 Fifth Third Bank	\$500,000.00
4	PNC Bank	\$11,883.38
5	Cash On Hand	\$270.00
7	CD#002-0668943754 Fifth Third Bank	\$275,000.00
8	CD#002-0668943770 Fifth Third Bank	\$725,000.00
<i>Total all banks =</i>		<i>\$2,205,879.58</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 100OPERATING FUND

Jasper County Public Library

Report Date: From 2/1/16 To 2/29/16

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$67,558.00	\$0.00	\$67,558.00	\$5,595.20	\$11,125.40	\$56,432.60	16.5
1.12 SALARY OF ASSISTANTS	\$1,091,370.00	\$0.00	\$1,091,370.00	\$89,486.63	\$181,174.96	\$910,195.04	16.6
1.13 WAGES OF JANITORS	\$88,012.00	\$0.00	\$88,012.00	\$7,155.47	\$13,909.07	\$74,102.93	15.8
1.21 EMPLOYER'S SHARE-FICA	\$95,391.00	\$0.00	\$95,391.00	\$7,571.37	\$15,324.51	\$80,066.49	16.1
1.22 UNEMPLOYMENT COMPENSATION	\$3,517.00	\$0.00	\$3,517.00	\$0.00	\$310.04	\$3,206.96	8.8
1.23 EMPLOYER'S CONTRIB.- PERF	\$109,799.00	\$0.00	\$109,799.00	\$9,030.55	\$18,348.22	\$91,450.78	16.7
1.24 EMPLOYER'S CONTRIB.- INS.	\$149,936.00	\$0.00	\$149,936.00	\$10,849.35	\$21,415.32	\$128,520.68	14.3
Subtotal	\$1,605,583.00		\$1,605,583.00	\$129,688.57	\$261,607.52	\$1,343,975.48	16.3
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
2.12 STATIONERY AND PRINTING	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,500.00	\$0.00	\$8,500.00	\$617.80	\$1,513.94	\$6,986.06	17.8
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$739.54	\$755.73	\$5,244.27	12.6
2.23 OTHER OPERATING SUPPLIES	\$7,000.00	\$0.00	\$7,000.00	\$730.55	\$786.59	\$6,213.41	11.2
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$188.04	\$188.04	\$811.96	18.8
2.32 PAINT AND PAINTING SUPPLIES	\$400.00	\$0.00	\$400.00	\$68.22	\$68.22	\$331.78	17.1
2.33 REPAIR PARTS	\$1,500.00	\$0.00	\$1,500.00	\$94.91	\$94.91	\$1,405.09	6.3
2.41 LIBRARY SUPPLIES	\$15,350.00	\$0.00	\$15,350.00	\$1,304.77	\$1,323.05	\$14,026.95	8.6
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0.0
Subtotal	\$40,900.00		\$40,900.00	\$3,743.83	\$4,730.48	\$36,169.52	11.6
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$190.00	\$190.00	\$5,810.00	3.2
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$31.50	\$575.50	\$9,424.50	5.8

F3a

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Spent</i>
3.145 DATABASES & LICENSING SERVICES	\$21,552.00	\$0.00	\$21,552.00	\$0.00	\$3,834.00	\$17,718.00	17.8
3.146 E-BOOKS SERVICES	\$18,500.00	\$0.00	\$18,500.00	\$3,000.00	\$3,000.00	\$15,500.00	16.2
3.21 TELEPHONE	\$3,800.00	\$0.00	\$3,800.00	\$272.65	\$551.29	\$3,248.71	14.5
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$290.68	\$290.68	\$2,709.32	9.7
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$1,502.66	\$2,148.77	\$17,851.23	10.7
3.24 PROFESSIONAL MEETINGS	\$10,768.00	\$0.00	\$10,768.00	\$1,159.27	\$1,286.47	\$9,481.53	11.9
3.25 FREIGHT	\$2,000.00	\$0.00	\$2,000.00	\$119.83	\$131.08	\$1,868.92	6.6
3.26 NETWORKING	\$64,860.00	\$0.00	\$64,860.00	\$0.00	\$0.00	\$64,860.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
3.33 MARKETING ADVERTISING	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$0.00	\$1,800.00	0.0
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$50.00	\$50.00	\$200.00	20.0
3.42 OTHER INSURANCE	\$31,000.00	\$0.00	\$31,000.00	\$106.00	\$3,751.00	\$27,249.00	12.1
3.51 GAS	\$45,000.00	\$0.00	\$45,000.00	\$1,724.91	\$3,330.42	\$41,669.58	7.4
3.52 ELECTRICITY	\$100,000.00	\$0.00	\$100,000.00	\$6,040.01	\$12,356.52	\$87,643.48	12.4
3.53 WATER	\$4,000.00	\$0.00	\$4,000.00	\$270.75	\$608.05	\$3,391.95	15.2
3.54 WASTE DISPOSAL SERVICES	\$6,500.00	\$0.00	\$6,500.00	\$604.43	\$1,190.66	\$5,309.34	18.3
3.61 BUILDING & STRUCTURES	\$66,922.00	\$0.00	\$66,922.00	\$410.00	\$1,155.00	\$65,767.00	1.7
3.62 EQUIPMENT REPAIRS	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.0
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$11.95	\$76.90	\$223.10	25.6
3.91 DUES	\$1,900.00	\$0.00	\$1,900.00	\$0.00	\$221.00	\$1,679.00	11.6
3.93 TAXES & ASSESSMENTS	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	0.0
3.94 TRANSFER TO LIRF	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$117,119.00	\$0.00	\$117,119.00	\$5,531.89	\$21,770.96	\$95,348.04	18.6
Subtotal	\$639,341.00		\$639,341.00	\$21,316.53	\$56,518.30	\$582,822.70	8.8
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$50,714.00	\$0.00	\$50,714.00	\$253.00	\$2,179.15	\$48,534.85	4.3
4.5 OTHER CAPITAL OUTLAYS	\$0.00	\$0.00	\$0.00	\$107.50	\$107.50	(\$107.50)	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Spent</i>
4.51 BOOKS	\$160,000.00	\$0.00	\$160,000.00	\$13,275.09	\$14,531.27	\$145,468.73	9.1
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$635.94	\$1,350.61	\$23,649.39	5.4
4.53 NONPRINTED MATERIALS	\$58,000.00	\$0.00	\$58,000.00	\$1,856.57	\$3,714.56	\$54,285.44	6.4
Subtotal	\$293,714.00		\$293,714.00	\$16,128.10	\$21,883.09	\$271,830.91	7.5
Grand Total	\$2,579,538.00	\$0.00	\$2,579,538.00	\$170,877.03	\$344,739.39	\$2,234,798.61	13.4

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 155STATE TECHN.FUND GRANT

Jasper County Public Library

Report Date: From 2/1/16 To 2/29/16

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
<i>3. Other Services and Charges</i>							
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$1,081.00	\$2,162.00	(\$2,162.00)	0.0
Subtotal	\$0.00		\$0.00	\$1,081.00	\$2,162.00	(\$2,162.00)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$1,081.00	\$2,162.00	(\$2,162.00)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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F4a

Voucher List

Jasper County Public Library

Report Date: From 2/1/16 To 2/29/16

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
34467	71	AARON'S LAWN CARE	2/8/16	DeM & Wh: Snow removal	\$360.00
34468	72	ACE HARDWARE	2/8/16	Plumbing repair parts, metal repair tape, paint supplies, pull utility, nuts, bolts, v-belt, drywall anchors, simple green cleaner, extension cords (purchased & returned), p trap	\$195.43
34469	73	ANTHEM BLUE CROSS BLUE	2/8/16	Health Ins. Premiums- February 2016	\$12,597.76
34470	74	ANTHEM LIFE	2/8/16	Life Ins. Premiums- February 2016	\$100.62
34471	75	BAKER & TAYLOR	2/8/16	Books, Continuations, AV, Auto. Yours	\$12,489.92
34472	76	BAKER & TAYLOR ENTERTAIN	2/8/16	DVDs	\$495.64
34473	77	CARDINAL OFFICE PRODUCT	2/8/16	DeM: Quarterly maintenance agreement on work room copier 10/21/15-1/21/16	\$677.18
34474	78	Evansville Vanderburgh Public Li	2/8/16	Damaged ILL book- Deadly Little Secrets	\$13.99
34475	79	CHICAGO TRIBUNE	2/8/16	DeM: Newspaper subscription Acct# 20468938	\$363.74
34476	80	DELTA DENTAL	2/8/16	Dental Ins. Premiums-February 2016	\$551.19
34477	81	DEMCO	2/8/16	Crystal clear tape, polyfit, book pockets, foil processing round labels, fastape, coated paper labels, subject classification labels	\$1,096.31
34478	82	DIANE OPOLSKI	2/8/16	Mileage 1/25/16: ASK meeting	\$23.76
34479	83	ENA SERVICES LLC	2/8/16	Internet Service- January 2016	\$1,081.00
34480	84	FLEX-PAC INC	2/8/16	Paper towel rolls, m-folds, hand soap, toilet paper	\$198.76
34481	85	GALE/CENGAGE LEARNING	2/8/16	Books	\$99.95
34482	86	GRAINGER	2/8/16	Tri-flow, filters	\$230.48
34483	87	HP Products	2/8/16	Trash bags, neutral cleaner, neutral disinfectant	\$326.11
34484	88	JASPER CO. VETERANS COU	2/8/16	1- 4x6' US Flag	\$38.00
34485	89	JUNIOR LIBRARY GUILD	2/8/16	Book Subscription	\$567.00
34486	90	LIBERTY MUTUAL INSURANC	2/8/16	Renewal Notary Bond- D. Opolski	\$50.00
34487	91	LINDA POORTENGA	2/8/16	Mileage 1/14-1/15/16: Management meeting, B2B	\$62.64
34488	92	M W INSURANCE AGENCY	2/8/16	Bond for Treasurer	\$106.00
34489	93	NETWISE RESOURCES	2/8/16	Rens: staff copier quarterly service agreement	\$569.65
34490	94	PATTY STRINGFELLOW	2/8/16	Mileage 1/8-1/28/16: Directors meeting, branch visit	\$71.28
34491	95	PENGUIN RANDOM HOUSE LL	2/8/16	Audiobooks	\$284.00
34492	96	POST TRIBUNE	2/8/16	Rens: Newspaper subscription Acct# 74364548	\$135.20
34493	97	RELIABLE EXTERMINATORS, I	2/8/16	Rens: Interior treatment	\$50.00
34494	98	REPUBLIC SERVICES #715	2/8/16	Wh: Trash Service- February 2016	\$73.17
34495	99	ROEING CORPORATION	2/8/16	ABC replacement battery cartridge #22	\$190.00
34496	100	SCHOLASTIC LIBRARY	2/8/16	Books	\$156.00
34497	101	SVT, LLC	2/8/16	Anime Club expenses, Valentine program expenses, Train Day expenses	\$62.11
34498	102	THOMSON REUTERS - WEST	2/8/16	Continuations	\$268.00
34499	103	VISION SERVICE PLAN	2/8/16	Vision Ins. Premiums- February 2016	\$226.67
34500	104	WAL-MART COMMUNITY/RFC	2/8/16	DVDs, CDs, Adult Winter Read prizes, Anime Club expenses, microwave, batteries, clorox wipes	\$983.32
0	105	PAYROLL	2/10/16	PAYROLL	\$50,479.42
0	106	ALLIANCE BANK	2/8/16	Direct Deposit Fees- January 2016	\$37.10
34501	107	BUSINESS CARD	2/8/16	PLA registration & expenses, children's supplies, Management meeting expenses, State Park Entrance permits, signature stamp, Notary renewal application fee, books, B2B expenses, staff anniversary card, Conference for Women registration, ceiling tiles	\$2,239.04
34502	108	CENTURYLINK	2/8/16	Rens: Local phone & fax service February 2016	\$189.82
34503	109	COMMUNITY MEDIA	2/8/16	Wh: Rensselaer Republican newspaper subscription Acct# 0038731	\$137.00

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
34504	110	CULLIGAN WATER CONDITIO	2/8/16	Wh: Water Cooler Rental-February 2016	\$11.95
34505	111	DUMAS & MAHNESMITH P.C.	2/8/16	Legal Assistance: performance agreement	\$190.00
34506	112	GREY HOUSE PUBLISHING	2/8/16	Book	\$134.10
34507	113	INDIANA WASTE SERVICE	2/8/16	DeM: Trash pick-up February 2016	\$87.70
34508	114	KIRBY RISK CORPORATION	2/8/16	Light bulbs, ballasts	\$444.90
34509	115	NIPSCO	2/8/16	DeM & Wh: Gas & Electric Service	\$4,932.13
34510	116	OFFICE DEPOT	2/8/16	Contact paper, kleenex, notepads, laminating pouches, dry erase markers, construction paper, permanent markers, sticky notes, label tape, binders, pens, copy paper	\$488.94
34511	117	OVERDRIVE	2/8/16	Database Maintenance Fee & Future Content Purchases (February 2016-January 2017)	\$3,000.00
34512	118	POSTMASTER	2/8/16	Stamps	\$277.20
34513	119	QUILL CORPORATION	2/8/16	Swiffer duster refills, lysol spray, windex, goo gone, clorox wipes, labels, push pins, file folders, hanging file folders, divider tabs, filler paper, toner cartridges, sticky notes, sandwich bags	\$442.92
34514	120	RAYANN GILMORE	2/8/16	Rens. Petty Cash: postage, laundry	\$44.98
0	121	SAGE PAYMENT SOLUTIONS	2/8/16	Merchant Processing Fees- January 2016, (automatic withdrawal on 2/1/16)	\$23.85
34515	122	SIMPLEXGRINNELL	2/8/16	Annual Fire Alarm Test & Inspection	\$2,528.94
34516	123	TECH LOGIC	2/8/16	CircIT Software Renewal- 1yr (March1-February 28)	\$1,248.00
34517	124	UNIQUE MANAGEMENT SERVI	2/8/16	Collections: Initial/Secondary Placements- January 2016	\$161.10
34518	125	YVONNE DEL VECCHIO	2/8/16	Book	\$27.71
0	126	BILL HROMADA	2/10/16	Courier Mileage 1/16/16 - 1/31/16 (Conf. #354)	\$334.80
0	127	GREAT-WEST RETIREMENT S	2/10/16	Annuity Contributions withheld 2/10/16 Payroll (Conf. #355)	\$1,005.00
0	128	INDIANA DEPARTMENT OF RE	2/10/16	State & County Taxes withheld January 2016 Payrolls (Ref. #51689)	\$6,547.75
0	129	INPRS fbo PERF	2/10/16	INPRS Contributions 2/10/16 Payroll	\$5,934.38
0	130	IRS USA TAXPAYMENT	2/10/16	Federal Withholding, Medicare, & FICA withheld 2/10/16 Payroll & Ins. (Acknowledgement# 55211120)	\$11,487.24
0	131	TOWN OF DEMOTTE	2/10/16	DeM: Water & Sewer Service- January 2016 (Conf. #352)	\$167.64
0	132	TOWN OF DEMOTTE	2/10/16	DeM House: Water & Sewer Service- January 2016 (Conf. #353)	\$84.72
0	133	PAYROLL	2/25/16	PAYROLL	\$51,757.88
0	134	JASPER COUNTY PUBLIC LIB	2/22/16	Levy Excess Transfer per DLGF	\$98.60
0	135	JASPER COUNTY PUBLIC LIB	2/22/16	Levy Excess Transfer per DLGF	\$2,641.00
0	136	AFLAC	2/25/16	Supplemental Insurance February 2015 (Conf. #363)	\$727.36
0	137	BILL HROMADA	2/25/16	Courier Mileage 2/1/16 - 2/15/16 (Conf. #361)	\$368.28
0	138	CARDINAL OFFICE PRODUCT	2/25/16	Rensselaer Patron Copier Maintenance 12/17/2014 - 12/23/2015 (Conf #357)	\$254.79
0	139	CENTURYLINK	2/25/16	WH: Local Phone Service February 2016 (Conf. # 359)	\$59.62
0	140	CENTURYLINK	2/25/16	WH: Fax Service January 2016 (Conf. # 358)	\$23.21
0	141	CITY OF RENSSELAER	2/25/16	RENS: Utilities 1/8/16 - 2/9/16 (Conf. #360)	\$3,238.09
0	142	GREAT-WEST RETIREMENT S	2/25/16	Annuity Contributions withheld 2/25/16 Payroll (Conf. #362)	\$1,005.00
0	143	INPRS fbo PERF	2/25/16	INPRS Contributions 2/25/16 Payroll	\$6,120.25
0	144	IRS USA TAXPAYMENT	2/25/16	Federal Withholding, Medicare, & FICA withheld 2/25/16 Payroll & Ins. (Acknowledgement# 55100404)	\$11,721.88
0	145	TOWN OF WHEATFIELD	2/25/16	Wh: Sewer Service- February 2016 (Conf# 356)	\$56.65
0	146	SPARKPAY	2/29/16	Merchant Processing Fees- February 2016	\$20.06

F4c

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
					Total Amount of Claims \$205,575.88

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, March 04, 2016

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$205,575.88

Date this 14th day of March, 2016.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
February 29, 2016

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,434.85	\$4,974.01
DeMotte	\$807.61	\$1,440.89		
Rensselaer	\$948.92	\$2,056.89		
Wheatfield	\$678.32	\$1,476.23		
PHOTOCOPIES:			\$813.27	\$1,731.46
DeMotte	\$280.40	\$706.94		
Rensselaer	\$284.77	\$595.27		
Wheatfield	\$248.10	\$429.25		
INTEREST (Checking, Repurchase, CDs):.....			\$45.80	\$100.98
TAXES:			\$67,656.08	\$135,312.16
Property Tax	\$0.00	\$0.00		
LOIT	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$55,240.08	\$110,480.16		
Local Option/Property Tax Repl.	\$12,416.00	\$24,832.00		
TAXABLE SALES:-			\$3.81	\$14.05
REFUNDS:			\$2,839.60	\$3,373.29
Rebates/Refund	\$0.00	\$0.00		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$100.00	\$300.00		
Reimbursement	\$0.00	\$333.69		
Fixed Asset Sales	\$0.00	\$0.00		
Miscellaneous Receipts	\$0.00	\$0.00		
Interfund Transfer	\$2,739.60	\$2,739.60		
TOTAL OPERATING FUND RECEIPTS.....			\$73,793.41	\$145,505.95
PLAC FUND:.....			\$0.00	\$0.00
GIFT FUNDS:			\$721.50	\$3,063.50
DeMotte	\$0.00	\$2,252.00		
Rensselaer	\$585.00	\$675.00		
Wheatfield	\$136.50	\$136.50		
LIB. IMPROV. RESERVE FUND:			\$12.42	\$25.52
Interest Earned	\$12.42	\$25.52		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$0.00
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$4.59	\$8.88
Interest Earned	\$4.59	\$8.88		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:.....			\$0.00	\$0.00
LEVY EXCESS FUND:.....			\$0.00	\$0.00
SALES TAX:.....			\$7.27	\$21.99
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$0.00
Interfund Transfer	\$0.00	\$0.00		
INSURANCE SETTLEMENT FUND			\$0.00	\$0.00
SUB-TOTAL (page 1)			\$74,539.19	\$148,625.84

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WITHHOLDING ACCOUNT FUNDS:

			\$30,938.08	\$62,081.64
FIT Tax Collected	\$8,066.38	\$16,427.03		
FICA Collected	\$7,571.37	\$15,324.51		
State Tax Collected	\$3,590.04	\$7,258.71		
County Tax Collected	\$2,664.66	\$5,543.75		
Deferred Comp Plan	\$2,010.00	\$4,020.00		
Pre-tax Insurance Plans	\$3,828.35	\$6,978.23		
Life Insurance	\$183.20	\$391.12		
INPRS	\$3,024.08	\$6,138.30		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$105,477.27	\$210,707.48

FL6a

Voucher List

Jasper County Public Library

Report Date: From 3/1/16 To 3/30/16

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	147	PAYROLL	3/10/16	PAYROLL	\$47,399.34
34519	148	AARON'S LAWN CARE	3/14/16	DeM & Wh: Snow removal	\$990.00
34520	149	ACE HARDWARE	3/14/16	Silicone Sealant for skylight, Iron handle scrub brush to clean walls, Nuts/Bolts/Nails to hand old prints from staples, Finish Tung, putty wood, mini scraper, scraper razor blades, foam brush, glue, lightbulbs for flood lamps, pry bar, cement roof sealant for shingle repair.	\$82.05
0	150	ALLIANCE BANK	3/14/16	Direct Deposit Fees - February 2015	\$37.30
34521	151	ALLSTATE SIGN & PLAQUE C	3/14/16	No Smoking signage - Rens	\$47.15
34522	152	AMERICAN LIBRARY ASSOCIA	3/14/16	DeM - David Bowie Posters	\$45.00
34523	153	ANTHEM BLUE CROSS BLUE	3/14/16	Health Ins. Premiums- March 2016 & February Premium for C. DeVries	\$13,923.84
34524	154	ANTHEM LIFE	3/14/16	Life Ins. Premiums- March 2016	\$100.62
34525	155	CENTER POINT PUBLISHING	3/14/16	Books	\$532.08
34526	156	CENTURYLINK	3/14/16	Long distance phone service- February 2016	\$15.60
34527	157	CHICAGO TRIBUNE	3/14/16	Rens: Newspaper subscription 3/24/15-3/20/17, Acct# 10433615	\$350.48
34528	158	CIRCLE R ELECTRIC, INC.	3/14/16	DeM: New Receptacles installed	\$541.13
34529	159	CULLIGAN WATER CONDITIO	3/14/16	Wh: Water Cooler Rental-March 2016, 5-gallon drinking water- 6	\$55.65
34530	160	DEBORAH KRISTOFF	3/14/16	Mileage 1/6 - 2/11/16: Management Meeting - January & February 2016, Grant Committee Meeting, Transport and Meeting in Rensselaer	\$84.24
34531	161	DELTA DENTAL	3/14/16	Dental Ins. Premiums-March 2016	\$609.21
34532	162	ENA SERVICES LLC	3/14/16	Internet Service- February 2016	\$1,081.00
34533	163	FLEX-PAC INC	3/14/16	M-folds, toilet paper	\$144.52
34534	164	GRAINGER	3/14/16	Anti-Slip Black Tape	\$68.72
34535	165	GREY HOUSE PUBLISHING	3/14/16	Book	\$162.00
34536	166	HAMSTRA BUILDERS, INC.	3/14/16	Wh: 2016 HVAC Service Contract	\$1,150.00
34537	167	INDIANA WASTE SERVICE	3/14/16	DeM: Trash pick-up March 2016	\$87.70
34538	168	JANICE WILMA	3/14/16	Lunch @ Workshop in Indianapolis	\$8.18
34539	169	JASON GILBERT	3/14/16	Clear Polycarbonate for display panels	\$84.00
34540	170	KANKAKEE VALLEY PUBLISHI	3/14/16	Annual Financial Report Legal Ads	\$173.90
34541	171	KAPCO	3/14/16	Poly covers	\$205.41
34542	172	KNOWBUDDY RESOURCES	3/14/16	Children;s books	\$432.80
34543	173	LINDA POORTENGA	3/14/16	Mileage 2/19/16: B2B, LCPL roundup	\$52.92
34544	174	MAGAZINE SUBSCRIPTION SE	3/14/16	Annual June- August Magazine Subscription Renewals	\$3,538.73
34545	175	MICHAEL R. ANDERSON	3/14/16	Rens: Snow removal 1/12, 1/20, 2/15/16	\$375.00
34546	176	M W INSURANCE AGENCY	3/14/16	Bond for Asst. Treasurer	\$106.00
34547	177	NIPSCO	3/14/16	Wh: Gas & Electric Service	\$1,974.28
34548	178	OSBY WATER CONDITIONING	3/14/16	Wh. Water softener chemicals	\$150.00
34549	179	OVERDRIVE	3/14/16	Deposit on Account for Future Content Purchases	\$10,000.00
34550	180	PATTY STRINGFELLOW	3/14/16	Mileage 2/5-3/4/16: Directors meetings	\$87.48
34551	181	PRECISION CONTROL SYSTE	3/14/16	DeM: Repaired/Replaced leaking heating Valve/actuator & gaskets for die electric unions in VaV 12	\$2,324.97
34552	182	QUILL CORPORATION	3/14/16	Name tags, File folder labels, Hole reinforcements, rubber band, 1 hole punch,	\$59.44
34553	183	RACHEL WILKINSON	3/14/16	Mileage 1/7/15 - 3/11/16: 1000 books meeting, Book vendor meeting, Management Mtg.	\$63.72
34554	184	REBECCA AMALONG	3/14/16	Anniversary Card for M. Molenaar	\$2.74
34555	185	RENSSELAER ROTARY CLUB	3/14/16	January & February 2016 dues & meals	\$112.00
34556	186	REPUBLIC SERVICES #715	3/14/16	Wh: Trash Service- March 2016	\$73.17

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	187	SAGE PAYMENT SOLUTIONS	3/14/16	Merchant Processing Fees- February 2016, (automatic withdrawal on 3/2/16)	\$23.85
34557	188	SUNRISE PACKAGING INC.	3/14/16	Audiobook cases	\$321.94
34558	189	SVT, LLC	3/14/16	Youth Services Programs	\$85.13
34559	190	THE TIMES	3/14/16	Rens & Wh: Newspaper subscription 3/30/16-3/29/17	\$556.40
34560	191	TRUGREEN PROCESSING CE	3/14/16	Ice Melt	\$112.20
34561	192	ULINE	3/14/16	Strap tape	\$105.34
34562	193	UNIQUE MANAGEMENT SERVI	3/14/16	Collections: Initial/Secondary Placements- February 2016	\$98.45
34563	194	U.S. Postal Service	3/14/16	DeM: PO Box 16 Rental	\$90.00
34564	195	VISION SERVICE PLAN	3/14/16	Vision Ins. Premiums- March 2016	\$250.53
34565	196	WAL-MART COMMUNITY/RFC	3/14/16	DVDs, Lysol, Pledge, Oval Basket, Paint, Glue stick, Chips ahoy, Pepsi, Dortioes, Mtn Dew, Baby wipes, Spring water, Fish Food, Book rinkgs, crayons, Marshmallows, pretzels, Fuzzy Sticks, Pony Beads, Foam, Country Time, Candy	\$948.49
34566	197	YVONNE DEL VECCHIO	3/14/16	Mileage 1/4-2/17/16: Walking Books, Book Club, ASK committee meeting, Comm. Com & Prog. Events	\$54.11
0	198	BILL HROMADA	3/10/16	Courier Mileage 2/16/16 - 2/29/16 (Conf. #364)	\$267.84
0	199	GREAT-WEST RETIREMENT S	3/10/16	Annuity Contributions withheld 3/10/16 Payroll (Conf. #368)	\$1,005.00
0	200	INDIANA DEPARTMENT OF RE	3/10/16	State & County Taxes withheld February 2016 Payrolls (Ref. #83296)	\$6,254.70
0	201	INPRS fbo PERF	3/10/16	INPRS Contributions 3/10/16 Payroll	\$5,833.99
0	202	IRS USA TAXPAYMENT	3/10/16	Federal Withholding, Medicare, & FICA withheld 3/10/16 Payroll & Ins. (Acknowledgement# 01285540)	\$10,748.41
0	203	TOWN OF DEMOTTE	3/10/16	DeM House: Water & Sewer Service- February 2016 (Conf. #366)	\$84.72
0	204	TOWN OF DEMOTTE	3/10/16	DeM: Water & Sewer Service- February 2016 (Conf. #365)	\$167.64
0	205	TOWN OF WHEATFIELD	3/10/16	Wh: Sewer Service- March 2016 (Conf# 367)	\$56.65
34567	206	BAKER & TAYLOR	3/14/16	Books, Continuations, AV, Auto. Yours	\$13,538.96
34568	207	BAKER & TAYLOR ENTERTAIN	3/14/16	DVDs	\$69.30
34569	208	CENTURYLINK	3/14/16	Rens: Local phone & fax service March 2016	\$417.48
34570	209	DEMCO	3/14/16	Polishing compound, Crystal Clear Tape, Polyfit Center Cut Book Jacket Cover, Color Craze Bookmarks	\$296.15
34571	210	GALE/CENGAGE LEARNING	3/14/16	Books	\$151.53
34572	211	ICC Business Products	3/14/16	Hinge Pressboard Binder, Evnvelopes, Rubber Bands, Chairmat	\$124.62
34573	212	MARLENE BEEDLE	3/14/16	Mileage - Digitization Committee Meeting	\$23.76
34574	213	MICHAEL R. ANDERSON	3/14/16	Rens: Snow removal: 2/24/16	\$187.50
34575	214	MIDWEST TAPE	3/14/16	DVDs	\$452.87
34576	215	NIPSCO	3/14/16	DeM: Gas & Electric Service	\$2,998.19
34577	216	OFFICE DEPOT	3/14/16	Trigger Spray, Proteco Clear Film, Laminate Refill, Folders, Antistatic Cleaning Spray, Eco Magic Tape, Glue Stick, Self Stick Mounting Rolls, Magic Disp Tape, Magic Scotch Tape, paper, Construction Paper, Copy Paper	\$323.35
34578	217	QUILL CORPORATION	3/14/16	Medium Clips, Black Sharpies, Ruled Pads, Clasp Envelopes, Orange & Yellow Labels, Desk Pad, Black Laserjet	\$242.06
34579	218	RAYANN GILMORE	3/14/16	Rens. Petty Cash: postage, laundry	\$50.23
34580	219	ROSEN PUBLISHING	3/14/16	Books	\$3,015.05
34581	220	SCHOLASTIC LIBRARY	3/14/16	Books	\$884.01

F6c

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$137,172.82

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, March 14, 2016

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$137,172.82

Date this 14th day of March, 2016.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Apr

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, April 11, 2016, 6pm
DeMotte Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of March Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R 10; R 35)
Advance Tax Draw (R 35)

General Business

Eagle Scout Project Update (R 35)	Information
Building Insurance (R 35 – R 36)	Action
Annual Impacts - Report of DeMotte Branch Librarian and Youth Services Librarian (R 36)	Information
DeMotte Library – East Parking Lot (R 36)	Action
Milroy Artifacts Request (R 36 – R 37)	Action
Director Review (R 37)	Information

Director's Report (R 35- R 40)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

March 14, 2016
Rensselaer Library

Present: Natalie Waling, Timothy Schultz, Deana George, Mark Heinig, Janet Umlauf, Janelle Harper, Patricia Stringfellow, Rayann Gilmore, Linda Poortenga, Janice Wilma, Ed Dumas

Absent: Jody Melton

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the February Board Meeting Minutes, bills/financial reports, and TLCU Conference request were approved as presented on a motion by N. Waling, and seconded by J. Harper. Motion passed.

DeMotte Library – East Parking Lot: Attorney, Ed Dumas, explained that the Library currently leases a portion of Kankakee Valley School Corporation property that is located just east of our DeMotte Library property. At the time that the lease was negotiated, the Library agreed to put a parking lot on the KV School property and the school would then maintain the lot. The parking lot would be available for use to both the school and the library on a first come first serve basis for a term of 25 years. The Library does not pay anything to KV School for the use of the parking lot. The lease agreement with KV School will terminate on May 31, 2016. Ed has been in contact with KV School Corporation about renewing the lease agreement. The KV School Board is scheduled to meet on March 14, 2016 to discuss the parking lot lease. Ed anticipates that the KV School Board will want to renew the lease, but is not sure of the term length the School Board will want. Once Ed hears from the KV School Board, he will draft a final version on the lease agreement for P. Stringfellow to bring to the April Board meeting.

Annual Impacts – Report of Rensselaer Headquarters Librarian and Youth Services Librarian:

L. Poortenga, Rensselaer Library Headquarters Librarian, shared that she has been busy this past year interfiling the reference books with the adult circulating collection in hopes of improving circulation of reference materials. She is also in the process of shifting the adult fiction and nonfiction books to create more shelf space for the fiction collection. Rensselaer Library has been responsive to patron requests. A request was received through our website for better access to our old newspaper index. With the help of the Webmaster and the Genealogy Specialist this project was completed within 3 days. This long distance researcher was very appreciative. An acrylic holder was also purchased to display the 2016 Literary map which features local author, John Groppe. This holder will also be used for special displays throughout the Bicentennial. The Milroy Valentine and the Map of the Battle of the Cedars were framed and available for patrons to look at in the Genealogy area. Bicentennial programming kicked off with cake and will include monthly Indiana-themed programs. A Bicentennial brochure has been created to market upcoming programs. The Rensselaer Chaos yearbooks have been digitized. Juvenile and YA content is being added to our ebook collection on Overdrive. With the addition of the Student Portal on the website and Digital Access Cards being given to students, access and visibility of our databases and Overdrive collection has been enhanced. A patron used the website contact form to express appreciation for our programs, in particular her enjoyment of Pi Day activities and the Karen Land Iditarod presentation. She expressed "You do a great job!"

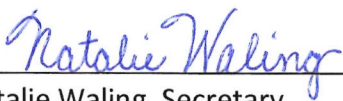
J. Wilma, Rensselaer Library Youth Services Librarian, shared that the Family Train Day in January was a huge success with close to 100 people visiting the displays. In January, February, and March, the teen Chat N Chew programs focused on evaluating the nutrition of recipes from The Green Teen Cookbook and discussing the cost of home cooked meals compared to fast food

meals to coincide with Money Smart Week. . Other spring programs included illustrating Shel Silverstein poems, providing crafts to students who dropped in while on spring break, and activities for the home school art class students. In early spring, with the help of patrons in 1st-5th grade, we planted a butterfly garden. Staff members brought in caterpillars of different varieties. We were lucky enough to have several of them go through metamorphosis and were even able to capture the process on video to show to patrons that were not around when it happened. Newly hatched butterflies were then taken out to the butterfly garden to feed. Summer Reading was a huge success with 116 students finishing all 6 weeks of reading. Our program this year had a Super Hero theme. Wednesday presentations were well attended with close to 100 participants for each event. Events included a magician, Indiana Wild, Super Building Day, and a program on recycling. We had wonderful teen volunteers throughout summer reading and truly appreciate their time and enthusiasm. In the fall we returned to our regular program schedule and providing services to Saint Augustine students. We read stories to Head Start Day Care and visited Treasure Keepers Day Care with stories and activities. We had a great time at the Fall Festival and explored other fall themes in our programs such as Thanksgiving and pumpkins. We continue to offer science related programs. We rounded out the year with Christmas crafts, a visit from Santa, and saw the formation of a Saturday Yu-Gi-Oh card club upon request. Outreach programs this year included Earth Day at the park, stories at the fair, and family night at the farmer's market.

Purge of Patron Records: We purge our patron database on an annual basis, removing patrons who have a zero balance, no items out, and a date of last activity of at least one year. It is our policy to leave patrons in our database when their library cards are inactive but they still owe fines and/or have not returned overdue materials. We would like to purge our patron database of patrons owing \$1 or less, with no items out, and whose card expired prior to January 1, 2013. We wish to do this because the fees that we pay for some of our database licenses and our movie licensing agreements are based upon our total number of registered borrowers. Having people in our database who owe us small amounts of money may end up costing the library more than the fees we would potentially collect from them. N. Waling moved to purge the patron records owing \$1 or less, with no items out, and whose card expired before January 1, 2013, seconded by J. Umlauf. Motion passed.

Director's Report: P. Stringfellow reported that the brick walkway on the north side of the entrance at the Wheatfield Library is in need of repair. It is cracking and chipping. We have submitted our LSTA Grant for charging towers for patron use at each library. If we receive the grant, each library would get two charging towers, one for adult services and one for youth services. Programming for Staff Development Day has been coordinated. Center for Creative Solutions will present full day training to staff on civility, conflict resolution, and personality types.

Adjournment: With no further matters for discussion J. Umlauf moved to adjourn the meeting at 6:36 PM, seconded by J. Harper.


Natalie Waling, Secretary


Attest: Deana George, President Pro-Tem

CIRCULATION BY HOLDINGS CODE
March 2016

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	23	1	2	26
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	36	9	1	46
Blu-Ray (DBR)	157	3	0	160
Books on CD (DBKCD)	143	7	2	152
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	181	4	3	188
Digital Audiobooks (DDA)	35	1	1	37
DVD (DDVD)	1433	15	14	1462
Equipment (DEQP)	53	0	0	53
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	22	0	0	22
Fiction (DFIC)	666	22	10	698
Fiction Fantasy (DFICF)	5	0	0	5
Fiction Mystery (DFICM)	80	3	0	83
Fiction New (DFICNEW)	337	11	13	361
Fiction Science Fiction (DFICSF)	18	0	0	18
Fiction Western (DFICW)	12	0	0	12
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	70	2	0	72
Hanging Bags (DHANG)	6	0	0	6
ILL (DILL)	61	2	0	63
Internet (DINTER)	716	0	0	716
Juv. Audio book (DJAUDB)	23	0	0	23
Juv. Biography (DJBIO)	25	5	1	31
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	34	0	0	34
Juvenile Easy (DJE)	748	5	0	753
Juv. Easy Non-fiction (DJENF)	34	0	0	34
Juv. Easy Reader (DJER)	362	3	0	365
Juv. Fiction (DJFIC)	454	8	3	465
Juv. Holiday books (DJHOL)	49	5	1	55
Juv. Magazine (DJMAG)	48	0	0	48
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	274	43	4	321
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	2	0	0	2
Juv. Toddler (DJTOD)	114	1	1	116

Large Print Fiction (DLPF)	151	14	3	168
Large Print Nonfic (DLPNF)	24	2	0	26
Magazine (DMAG)	530	0	0	530
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	6	1	0	7
Nonfiction 100 (DNF100)	17	0	0	17
Nonfiction 200 (DNF200)	26	0	1	27
Nonfiction 300 (DNF300)	44	10	2	56
Nonfiction 400 (DNF400)	0	0	1	1
Nonfiction 500 (DNF500)	32	1	1	34
Nonfiction 600 (DNF600)	133	2	2	137
Nonfiction 700 (DNF700)	31	11	5	47
Nonfiction 800 (DNF800)	8	1	0	9
Nonfiction 900 (DNF900)	70	11	1	82
Nonfiction Blu-Ray (DNFBR)	3	0	0	3
Nonfiction DVD (DNFDVD)	74	3	0	77
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	109	8	2	119
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	3	1	0	4
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	1	0	0	1
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	11	0	0	11
Software (DSWAR)	11	0	0	11
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	11	0	0	11
YA Biography (DYAB)	3	0	0	3
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	194	4	4	202
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	19	1	1	21
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	5	0	0	5
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	6	34	3	43
Blu-Ray (RBR)	0	362	2	364
Books on CD (RBKCD)	2	107	2	111
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	2	281	4	287
Digital Audiobooks (RDA)	0	27	0	27
DVD (RDVD)	29	2469	15	2513
Equipment (REQP)	0	4	0	4
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	26	0	26
Fiction (RFIC)	21	690	14	725
Fiction New (RFICNEW)	10	340	8	358

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	1	181	0	182
Hanging Bag (RHANG)	0	13	0	13
ILL (RILL)	2	106	1	109
Internet (RINTER)	0	1541	0	1541
Juv. Audio book (RJAUDB)	0	15	0	15
Juv. Biography (RJBIO)	3	24	0	27
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	1	34	0	35
Juvenile Easy (RJE)	19	337	2	358
Juv. Easy Non-fiction (RJENF)	1	83	0	84
Juv. Easy Reader (RJER)	7	420	3	430
Juv. Fiction (RJFIC)	8	601	6	615
Juv. Magazine (RJMAG)	0	19	0	19
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	8	393	6	407
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	9	0	9
Juv. Toddler (RJTO)	0	116	1	117
Large Print Fiction (RLPF)	33	252	3	288
Large Print Nonfic (RLPNF)	1	9	0	10
Magazine (RMAG)	0	371	0	371
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	6	2	8
Non-Fiction 100 (RNF100)	2	15	0	17
Non-Fiction 200 (RNF200)	4	21	0	25
Non-Fiction 300 (RNF300)	8	57	0	65
Non-Fiction 400 (RNF400)	0	3	0	3
Non-Fiction 500 (RNF500)	1	35	1	37
Non-Fiction 600 (RNF600)	14	259	4	277
Non-Fiction 700 (RNF700)	6	96	5	107
Non-Fiction 800 (RNF800)	2	15	3	20
Non-Fiction 900 (RNF900)	5	61	1	67
Nonfiction Blu-Ray (RNFB)	0	9	0	9
Nonfiction DVD (RNFDVD)	2	149	1	152
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	17	163	13	193
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	1	0	1
Professional Coll. (RPRO)	0	1	0	1
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	21	0	21
Software (RSWAR)	0	19	0	19
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	1	20	0	21
YA Biography (RYAB)	0	1	1	2

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	17	145	6	168
YA Music CD (RYACD)	0	49	0	49
YA Nonfiction (RYANF)	0	21	0	21
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	3	0	3
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	2	4	14	20
Blu-Ray (WBR)	0	1	229	230
Books on CD (WBKCD)	13	11	119	143
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	7	7	157	171
Digital Audiobooks (WDA)	1	0	26	27
DVD (WDVD)	14	37	1664	1715
Equipment (WEQP)	0	0	19	19
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	16	16
Fiction (WFIC)	27	27	317	371
Fiction Fantasy (WFICF)	0	0	5	5
Fiction Mystery (WFICM)	5	1	62	68
Fiction New (WFICNEW)	22	7	239	268
Fiction Science Fiction (WFICSF)	0	1	7	8
Fiction Western (WFICW)	0	0	10	10
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	1	31	32
Hanging Bags (WHANG)	4	0	13	17
ILL (WILL)	2	0	62	64
Internet (WINTER)	0	0	403	403
Juv. Audio book (WJAUDB)	5	0	14	19
Juv. Biography (WJBIO)	1	6	4	11
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	3	0	32	35
Juvenile Easy (WJE)	17	6	398	421
Juv. Easy Non-fiction (WJENF)	1	0	38	39
Juv. Easy Reader (WJER)	4	0	195	199
Juv. Fiction (WJFIC)	14	16	322	352
Juv. Magazine (WJMAG)	0	0	21	21
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	6	14	181	201
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	2	2	143	147
Large Print Fiction (WLPF)	25	8	105	138
Large Print Nonfic (WLPNF)	1	1	4	6
Magazine (WMAG)	0	0	358	358
Non-Fiction 000 (WNF000)	1	1	1	3
Non-Fiction 100 (WNF100)	0	1	7	8
Non-Fiction 200 (WNF200)	1	0	4	5
Non-Fiction 300 (WNF300)	1	3	12	16
Non-Fiction 400 (WNF400)	0	0	1	1

Non-Fiction 500 (WNF500)	0	0	8	8
Non-Fiction 600 (WNF600)	7	9	75	91
Non-Fiction 700 (WNF700)	3	0	13	16
Non-Fiction 800 (WNF800)	0	0	10	10
Non-Fiction 900 (WNF900)	1	2	17	20
Nonfiction Blu-Ray (WNFBR)	0	0	2	2
Nonfiction DVD (WNFDVD)	3	1	78	82
Nonfiction (WNFIC)	1	0	1	2
Nonfiction New (WNFNEW)	6	6	48	60
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	3	3
Software (WSWAR)	0	0	1	1
Vertical File (WVF)	0	0	2	2
VHS (WVHS)	0	0	0	0
YA Audio book (WYAUDB)	0	0	0	0
YA Biography (WYAB)	0	1	1	2
YA Books on CD (WYABKCD)	0	2	1	3
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	11	13	165	189
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	0	6	7
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	1	1
TOTAL	8182	10443	5851	24476

CIRCULATION BY HOLDINGS CODE
March 2016

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	23	1	2	26
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	44	47	18	109
Blu-Ray (BR)	160	375	233	768
Books on CD (BKCD)	158	125	123	406
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	190	292	164	646
Digital Audiobooks (DA)	36	28	27	91
DVD (DVD)	1476	2521	1693	5690
Equipment (EQP)	53	4	19	76
See librarian (ERR)	0	0	0	0

Express Book (EXP)	22	26	16	64
Fiction (FIC)	714	739	341	1794
Fiction Fantasy (FICF)	5	0	5	10
Fiction Mystery (FICM)	85	4	62	151
Fiction New (FICNEW)	369	358	260	987
Fiction Science Fiction (FICSF)	18	1	7	26
Fiction Western (FICW)	12	0	10	22
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	71	184	31	286
Hanging Bags (HANG)	10	13	13	36
ILL (ILL)	65	108	63	236
Internet (INTR)	716	1541	403	2660
Juv. Audio book (JAUDB)	28	15	14	57
Juv. Biography (JBIO)	29	35	5	69
Juv. Book on CD (JBOD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	38	34	32	104
Juvenile Easy (JE)	784	348	400	1532
Juv. Easy Non-Fiction (JENF)	36	83	38	157
Juv. Easy Reader (JER)	373	423	198	994
Juv. Fiction (JFIC)	476	625	331	1432
Juv. Holiday (JHOL)	49	5	1	55
Juv. Magazine (JMAG)	48	19	21	88
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	288	450	191	929
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	2	9	0	11
Juv. Toddler (JTOD)	116	119	145	380
Large Print Fiction (LPF)	209	274	111	594
Large Print Nonfic (LPNF)	26	12	4	42
Magazine (MAG)	530	371	358	1259
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	7	8	3	18
Non-Fiction 100 (NF100)	19	16	7	42
Non-Fiction 200 (NF200)	31	21	5	57
Non-Fiction 300 (NF300)	53	70	14	137
Non-Fiction 400 (NF400)	0	3	2	5
Non-Fiction 500 (NF500)	33	36	10	79
Non-Fiction 600 (NF600)	154	270	81	505
Non-Fiction 700 (NF700)	40	107	23	170
Non-Fiction 800 (NF800)	10	16	13	39
Non-Fiction 900 (NF900)	76	74	19	169
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	79	153	79	311
Nonfiction (NFIC)	1	0	1	2
Nonfiction New (NFNEW)	132	177	63	372
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	3	2	0	5
Professional Coll. (PROF)	0	1	0	1
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	1	0	0	1

Reference (REF)	82	108	44	234
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	11	21	3	35
Software (SWAR)	11	19	1	31
Vertical File (VF)	0	0	2	2
VHS	0	0	0	0
YA Audio book (YAUDB)	12	20	0	32
YA Biography (YAB)	3	2	2	7
YA Books on CD (YABKCD)	0	2	1	3
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	222	162	175	559
YA Music CD (YACD)	0	49	0	49
YA Nonfiction (YANF)	20	22	7	49
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	5	3	1	9
				0
Free reads	610	251	75	936
Games/Puzzles	11	56	0	67
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8885	10858	5970	25713

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2049	1656	888	4593
Nonfiction	787	1097	373	2257
CHILDREN'S BOOKS				
Fiction	1772	1516	1076	4364
Nonfiction	405	582	235	1222
YA BOOKS				
Fiction	293	346	206	845
Nonfiction	23	24	9	56
Magazines, Adult	530	371	358	1259
Magazines, Children	48	19	21	88
Sound Recordings, adult	396	467	315	1178
Sound Recordings, ch	76	111	59	246
Online databases	0	0	0	0
Software	11	19	1	31
Vertical file	0	0	2	2
VHS/DVD/Blu-Ray	1715	3049	2005	6769
Equipment	53	4	19	76
Total	8158	9261	5567	22986
A-V Circulation	2198	3646	2380	8224
A-V Circulation as % of total	26.9%	39.4%	42.8%	35.8%

March 2016

March 2016

[illegible][illegible]R3

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
21,389	21,443	14,876	14,885	16,255	ADULT BOOKS
19,933	19,429	20,981	20,914	9,817	Fiction
					Nonfiction
					CHILDREN'S BKS
15,507	15,592	13,969	14,119	12,174	Fiction
8,386	8,399	6,904	6,736	6,293	Nonfiction
					YA BOOKS
2,240	2,251	3,128	3,198	2,795	Fiction
517	518	584	585	159	Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
3,805	3,831	4,478	4,495	4,253	4,296 Sound Rec/Adult
641	643	581	587	890	917 Sound Rec/Child
18	18	29	29	7	7 Online Databases
209	209	170	170	-11	-11 Software
-60	-60			4	4 Vertical Files
4,893	5,121	9,605	9,442	5,274	5,342 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
77,596	77,512	75,467	75,322	57,967	57,853 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5

March 2016

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	190	41	190	41	239	52	619	134
LOCAL HISTORY								
In person	2	1	11	3	0	0	13	4
Letters written	2	2	7	7	0	0	9	9
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	716	30	1541	64	403	17	2660	111
Internet use-Wireless	2325		3069		1023		6417	
Computer software used	164	14	133	11	72	6	369	31
VCR Use	0	0	0	0	2	0	2	0
Microforms	8	1	9	1	0	0	17	2
CD ROM/Online databases	132	11	190	16	123	10	445	37
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	2	1	12	4	6	2	20	7
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	4		10		0		14	
Outreach activities	49	49	27	18	0	0	76	51
Notarized documents	12	3	19	5	4	1	35	9
Meeting Room Use (no. of group)	48	16	66	22	40	13	154	51
Study room use	28	2	45	4	73	6	146	12
Proctoring	0	0	1	1	1	1	2	1
Tax Forms distributed	13	0	19	0	0	0	32	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							1474	
IN-HOUSE USE ITEMS	74		291		130		495	
SELF-CHECKOUT USE	197		866		332		1395	
INTERLIBRARY LOANS								
Requests made for:	41	10	99	25	46	12	186	47
Items rec'd for:	82	41	108	54	44	22	234	117
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	7634	10492	4852	22978
Non-resident, paying	1	0	0	1
PLAC card users	0	2	0	2
Reciprocal borrowers	297	467	131	895
Number of New Patrons Added	56	42	33	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	1	6	1	6	2	12
Children's Programs (0-13)	11	66	19	114	8	48	38	228
Number attending	68		158		251		477	
YA Programs (14-17)	0	0	1	6	3	18	4	24
Number attending	7		12		99		118	
Adult Programs	7	42	8	48	4	24	19	114
Number attending	95		112		80		287	
Senior Citizen Programs	6	36	4	24	3	18	13	78
Number attending	63		40		36		139	
Total Number of Programs	24	144	33	198	19	114	76	456
Total Persons Attending	233		322		466		1021	
Total Attending Same Month Last Yr.	341		339		326		1006	
Total Staff Hours Spent		366		474		256	1095	1078
Total Number of In-House Program	21		32		16		69	
Total Attendance	217		297		312		826	
Total Number of Outreach Program	3		1		3		7	
Total Attendance	16		25		154		195	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6111	75.6%	6176	67.1%	3666	66.4%	15953	69.9%
Corporate	8	0.1%	24	0.3%	0	0.0%	32	0.1%
Juvenile 0-11	52	0.6%	205	2.2%	66	1.2%	323	1.4%
Juvenile-AV	737	9.1%	1134	12.3%	711	12.9%	2582	11.3%
Nonresident No Fee	0	0.0%	0	0.0%	3	0.1%	3	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	292	3.6%	367	4.0%	132	2.4%	791	3.5%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	6	0.1%	72	0.8%	0	0.0%	78	0.3%
Reciprocal YA	3	0.0%	4	0.0%	0	0.0%	7	0.0%
Reciprocal YA AV	0	0.0%	1	0.0%	0	0.0%	1	0.0%
School	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School AV	0	0.0%	14	0.2%	0	0.0%	14	0.1%
St. Joseph College	0	0.0%	103	1.1%	0	0.0%	103	0.5%
Staff	639	7.9%	627	6.8%	599	10.8%	1865	8.2%
Walking books	90	1.1%	184	2.0%	0	0.0%	274	1.2%
YA 12-17	28	0.3%	59	0.6%	14	0.3%	101	3.0%
YA-AV	121	1.5%	239	2.6%	332	6.0%	692	3.0%
Total	8087		9209		5523		22819	
All items borrowed by nonresidents	301	3.7%	561	6.1%	135	2.4%	997	4.4%

**Salary Ordinance 2016
Updated 4/11/16**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Kaitlyn Saxon	Page	\$7.25	3/21/16	10	D
Autumn Fagenbaum	Page	\$7.25	3/28/16	10	D

We have hired Kaitlyn Saxon and Autumn Fagenbaum as DeMotte Pages, replacing Alyssa Allen and Brianna Vanderhere, respectively, who no longer work for the library.

We have examined and approved the changes to the 2016 Jasper County Public Library Salary Ordinance. Dated 4/11/16.

Mick H. F.
Janet Umblauf
Natalie Walinger
Joey M. M.

Deanna L. George
Timothy K. Schertz
April L. Dwyer

PERSONNEL POLICY

DEFINITIONS

1. **Exempt employees** are those whose duties and responsibilities are of an executive, administrative, or professional character (or other exempt work) as described under the Fair Labor Standards Act (FLSA) and who are paid on a salary basis and are, therefore, exempt from overtime pay and certain other provisions of the FLSA.
2. The **Board of Directors** of the Jasper County Public Library will hereinafter be referred to as "**The Board**".
3. The **Jasper County Public Library** will hereinafter be referred to as "**JCPL**".
4. **Certified** employees are defined as any employees holding or qualifying for any of the 6 Indiana Library Certification levels.
5. **Non-certified** employees are defined as any employees not holding or qualifying for any of the 6 Indiana Library Certification levels.
6. A **work week** is defined as Sunday through Saturday.
7. **Overtime** is defined as any time worked over 40 hours per week.
8. The first 6 months of employment is considered a training/orientation period when a new employee must satisfactorily demonstrate the ability to perform his/her duties.

ADMINISTRATION AND MANAGEMENT

1. The administration and direction of all employees shall be the responsibility of the Director or his/her designee. Hiring of new personnel, promotions, dismissals shall be under the Director's jurisdiction except where the Board has indicated restrictions. The employment of the Director shall be the responsibility of the Board.
2. JCPL is an Equal Opportunity employer and selection of employees is based solely on merit.
3. All employees are employees at will and can be terminated at any time without notice.
4. JCPL shall observe Indiana Library State Certification requirements.
5. Typically each employee will be evaluated annually in writing. The Director will be evaluated in May.
6. Close relatives of Board members and staff shall not be employed by the Library. Close relatives are defined to include: spouses, parents, children, brothers, sisters, brothers- and

sisters-in-law, fathers- and mothers-in-law, sons- and daughters-in-law, stepparents, stepbrothers, stepsisters, and stepchildren.

SALARIES

1. This salary policy will be reviewed annually to determine whether the classification plan fairly reflects the kind and level of positions needed to effectively operate the library and whether salary ranges are still fair and equitable. Salary obligations made by the Board or by the Director are contingent upon sufficient revenues of the Library.
2. The Board is responsible for determining the amount of money to be budgeted for salaries and setting the salary of the Director.
3. The Director is responsible for determining the job classification and salary amounts for each employee subject to board review.
4. **Explanation of Salary Plan**

4.1. Employees will be paid no less than the minimum salary in their classification.

4.2. Pages, Clerks and Library Assistant I's will be evaluated after 3 months of employment. They will receive a 10 cent salary increase with a satisfactory 3 month evaluation. This also applies to employees promoted to Clerk and Library Assistant I positions.

All new employees will be evaluated after 6 months' employment. A satisfactory rating will qualify the individual for vacation benefits if applicable (see Vacations section for details). Pages, Clerks and Library Assistant I's will receive another 10 cent salary increase at this time and again at the end of the first year of employment if performance is satisfactory. This also applies to employees promoted to Clerk and Library Assistant I positions. Promoted employees who have performed satisfactorily will receive the percentage increase determined by the board as per 4.4.

All newly promoted employees will be evaluated after 6 months in their new position.

An unsatisfactory rating at any time during the training/orientation period may result in immediate termination.

4.3. A new employee or newly promoted employee who has not completed his/her first full year of employment in their position by January 1 will receive the first annual % increase as determined by the board beginning with the pay period following the anniversary date of his/her 1 year employment.

~~An employee must work 8 months in the same position to qualify for the annual increase in January.~~

The employee will be eligible for ½ of the % increase determined by the board as per 4.34 the following January, if s/he has worked more than 3 months and less than 8 months at his/her 1 year salary. If the employee has worked less than 3 months at his/her 1 year salary, s/he remains at the present rate until the following January. If the employee has worked 8 months or more at their one year salary, s/he will be eligible for the full % increase determined by the board as per 4.4.

Pages will be eligible for ½ of the increase as per the salary schedule the following January, if s/he has worked more than 3 months and less than 8 months at his/her 1 year salary. If the employee has worked less than 3 months at his/her 1 year salary, s/he remains at the present rate until the following January.

4.4. Each year an employee's annual salary will increase by an amount or percentage as determined by the board, except for those in the "Page" classification. Page salaries are detailed in the Salary Schedule Chart, below.

4.5. Employees working less than an average of 8 hours per week do not automatically qualify for annual increases.

5. Work Performance

An employee who receives the lowest rating in 3 or more areas of a job performance evaluation is not eligible to receive a raise until they achieve a satisfactory evaluation. Re-evaluation shall occur no sooner than 30 days. Raises will be implemented when a satisfactory rating is received, and effective with the next pay period.

6. Salary Schedule

Minimums will increase ½ of annual salary increase to adjust for inflation each January in odd numbered years.

Compression adjustments will be applied to the salary schedule in accordance with federally mandated minimum wage increases.

Minimum salary for the page position will increase as required by federal law.

Jasper County Public Library Salary Schedule (eff 1/1/2015)

Classification	Minimum	Classification	Minimum
Clerk	\$9.82	Business Manager	\$16.22
Library Assistant I	\$10.42	Librarian 1	\$16.57
Library Assistant II	\$12.32	Librarian 2	\$17.22
Library Specialist I	\$12.66	Librarian 3	\$19.22
Library Specialist II	\$15.35	Systems Administrator	\$19.22

Library/HR Specialist III	\$15.62		Janitor / Courier	\$11.59
			Maintenance	\$13.13
	Minimum	One year	2 yrs	3 yrs
				4 yrs
Page	\$7.25	\$7.55	\$7.85	\$8.15
				\$8.45

7. Interim Services

When an employee is asked to take on a major portion of the essential responsibilities of an absent employee in a higher job classification for more than three months, s/he will receive additional pay as determined by the Director for the time in which s/he serves in an interim capacity.

8. Salary Classifications

Page: Must be 16 years old. Shelves books, straightens shelves. May also work at the circulation desk.

Clerk: High school diploma or equivalent. Clerical work. Will work at circulation desk and/or in Technical Services.

Library Assistant I: High school diploma or equivalent. In addition to clerical duties, will do basic ready reference work or work in technical services department doing basic materials processing.

Library Assistant II: High school diploma or equivalent with 2 years college or with 3 years library experience or with special technical expertise in a specific area of library operation.

Library Specialist I: 2 years of college or 5 years of library experience and continuing education or special technical expertise in a specific area of library operation. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Library Specialist II: 5 years' experience as Library Specialist I. Demonstrates highly-developed skills. Spends at least 70% of time in a specialized area of library operation requiring extensive independent judgment and initiative.

Library Specialist III/Human Resources Specialist III: 2 years of college or 10 years' experience as a Library Specialist and head of a major library department or area or 3 years of experience in an HR specialized field.

Business Manager: 2 years of college or 5 years of experience in a related field (business and/or accounting). Manages business operations of Library System including supply inventory, financial records, personnel records, benefits administration, general office and secretarial duties; assists with budget preparations.

Janitor: High school diploma or equivalent. Responsible for cleaning and light maintenance of library building.

Maintenance: High school diploma or equivalent. Responsible for maintenance of library building.

Courier: High school diploma or equivalent. Valid driver's license; excellent driving record; current auto insurance; transports library materials daily to each library in system

Librarian I: Bachelor's degree and Indiana library certification, LC4. Responsible for Youth Services, Technical Services or a Branch.

Librarian II: MLS degree and Indiana library certification, LC3. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Librarian III: MLS degree and Indiana library certification, LC3. Responsible for management of a library or Technical Services Department.

Systems Administrator: Bachelor's Degree including a significant amount of computer-related courses. Responsible for management of hardware and operating software for integrated library system and for computer network.

Director: MLS degree plus 2-3 years supervisory experience and Indiana Library Certification LC2. Supervises and directs the operation of the library system, and acts as liaison between Library Board and staff.

9. Changing Classifications

- 9.1. Moving from 1 classification to another is never automatic, even when stated requirements are met. Promotions are dependent on the availability of an opening in the higher position and on the Director's approval of a supervisor's recommendation for promotion of an employee.
- 9.2. When possible, vacancies in higher positions will be filled by promotion of qualified employees from within the library.
- 9.3. Upon promotion, an employee's salary shall immediately be raised to a minimum of 50 cents per hour above his/her present rate.

BENEFITS

1. **Employees qualified for benefits:** Sections 2 through 8 apply to persons working 32 or more hours per week. Employees working 20 - 31 hours per week are eligible to earn sick pay (sec. 2) and vacation pay (sec. 4) and Funeral Leave after they have completed 3 years of service. All employees, regardless of the number of hours worked per week, are entitled to an Anniversary Holiday. See section 3.2 (Holidays).
2. **Sick Pay**

- 2.1. A paid **sick day** is defined as the number of hours the employee is regularly scheduled to work per week divided by 5.
- 2.2. Employees receive the equivalent of 1 paid sick day per month during their first partial year of employment. 12 paid sick days per year are granted each January thereafter. Employees working 20 to 39 hours per week will receive paid sick days on a prorated basis.
- 2.3. Sick pay may accumulate to a maximum of 96 days.
- 2.4. Sick pay may be used in case of illness of the employee or a relative, as defined in other policies or by law, living in the employee's household.
- 2.5. 5 days of an employee's paid sick days per year may also be used for the care of a (step) parent or (step) child not living in the household. The Library reserves the right to request verifying documentation.
- 2.6. Employees working 24-40 hours per week, who are absent 5 or more working days, must have a doctor's release to return to work. Employees working 23 hours or less per week, who are absent for 3 or more working days, must have a doctor's release to return to work.
- 2.7. Sick pay may be used for an employee's medical appointments if an appointment cannot be made on the employee's own time.
- 2.8. Employee should notify supervisor of his/her desire to use paid sick days 30 days in advance for a foreseeable medical reason.
- 2.9. Paid sick days are a privilege to be used only for the above purposes. Paid sick days cannot be used as vacation or earned time off.
- 2.10. Paid sick days may be used with special approval of the director for extended funeral leave for immediate family members as defined in the funeral section, and for other funerals.

3. **Holidays**

- 3.1. Employees who work an average of 32 hours or more per week are eligible for paid holidays. Refer to the Holiday Policy for a list of holidays we observe.
- 3.2. An Anniversary Holiday, defined in the Holiday Policy, will be given to any long-term employee regardless of full or part time status. Anniversary holidays will be prorated for employees working less than 32 hours per week.

3.3. An employee who is eligible for paid holidays and most always works the same number of hours per day each week, will receive that same number of hours for holiday pay.

3.4. If the holiday falls on the employee's day off, that employee is granted equivalent time off with pay to be taken within the month. ~~If the employee works 40 hours per week, the equivalent time must be taken within the work week. Not applicable for exempt employees.~~

4. Vacations

4.1. **Schedule of earned vacation credit**

Vacation time is based on a 40 hour work week and is prorated for employees working 20 to 39 hours per week.

A vacation day is defined as the hours that an employee is regularly scheduled to work per week during the time the vacation is accrued divided by 5.

4.1.1. Librarians I, II, III, Business Manager, and Systems Administrator

- A. Librarian or Systems Administrator working an average of 32 hours per week or more
 - 0-4 years' service - 1.5 days per month with pay
 - 5+ years' service - 2 days per month with pay
- B. Director
 - 0+ years' service - 2 days per month with pay

4.1.2. Employees working an average of 32 hours per week or more

- 0-4 years' service - 1 day per month with pay
- 5-9 years' service - 1.5 days per month with pay
- 10+ years' service - 2 days per month with pay

4.1.3. Part time employees working 20 to 31 hours per week

- 3-9 years' service - 1 day per month with pay
- 10+ years' service - 1.5 days per month with pay

4.2. Regulations

4.2.1. No employee may take vacation without approval of the Director, Supervisor, or his/her designee. Vacation requests are approved in consideration of the scheduling needs of the department.

4.2.2. Vacation time is accrued from the first day of employment in an eligible position.

- 4.2.3. During the first partial year of employment, all vacation time is prorated.
- 4.2.4. Vacation time is credited after completion of the new employee's 6 month training/orientation period AND receiving a satisfactory performance evaluation.
- 4.2.5. Any employee who has successfully completed his/her orientation period and leaves before the end of any year will be paid in a lump sum for unused vacation leave.
- 4.2.6. Vacation time accrued during 1 calendar year may be taken after the beginning of the following calendar year.
- 4.2.7. Vacation time should be used in no less than ½ day increments. Exceptions may be granted only under unique circumstances and on a limited basis with the approval of the supervisor.
- 4.2.8. Vacation time is not cumulative from 1 year to the next.
- 4.2.9. Vacation leave will not accrue during unpaid leaves of absences.

5. **Funeral leave**

- 5.1. Staff members who qualify may have up to 3 paid working days (prorated for employees working 20-31 hours) to arrange and attend a funeral or memorial service of the employee's spouse, the employee or spouse's (step) child, (step) sibling, (step) grandparent, (step) grandchild or (step) parent, or the spouse of any of the above.
- 5.2. Paid sick days may be used with special approval of the director for extended funeral leave for immediate family members as defined in the funeral section, and for other funerals.

6. **Paid Weather Days**

- 6.1. An excused absence with pay will be given by the Director or his/her designee to any employee working an average of 32 hours or more per week when weather conditions necessitate the closing of the library.

Such absences will not be charged to accrued, vacation time, or sick time. Any employee who is on sick or vacation time or birthday holiday or anniversary holiday when library is closed for such stated emergencies will be charged with his/her sick or vacation time or birthday holiday or anniversary holiday as if the library were open for business. If the library closes for such emergencies on an employee's day off, the

employee will not receive a paid weather day off. Employees, working fewer than 32 hours per week, who are offsite and are scheduled to work but are unable to work due to library closure, will be rescheduled as it fits with library needs. All employees who are onsite at time of emergency closure will be paid for the remainder of their shift.

In the event of library closings due to temporary unsafe or unhealthy working conditions, employees may be asked to report to another branch. Mileage will be paid in this case, if the distance traveled is greater than the distance from the employee's home to his/her usual workplace. Carpooling to the new location is expected when practical.

6.2. Jury Duty

6.2.1. The Library recognizes that jury or witness duty is the obligation of all citizens and encourages its employees to fulfill this obligation. If you are called for jury duty or subpoenaed as a witness in a court or administrative agency action, you will be granted excused time away from work. You must, however, return to your duties any time you are not needed in the courtroom. If you are called for jury duty or subpoenaed as a witness, you should advise your supervisor and give the supervisor a copy of the summons or subpoena as soon as possible after learning that you must serve.

Non-exempt employees will receive the difference between their average straight time hourly rate up to 8 hours per day and the payment they receive for jury service for time they otherwise would have been regularly scheduled to work. Employees must present proof of the amount of jury pay received.

Exempt employees will receive their normal salary for partial workweeks in which they perform jury service or witness duty related to the Library's business, less any jury fees received.

Employees must present proof of the amount of jury pay received.

6.2.2. Employees shall note jury duty on their time sheet in the excused absence column. 'Jury duty' should be written in the note field.

7. Public Employee's Retirement Fund (PERF)

7.1. Employees who work an average of 32 or more hours per week are required to enroll in PERF if they hold positions classified as:

Director
Assistant Director
Librarian 3

Business Manager
Library Specialist
Library Assistant

Librarian 2
Librarian 1
Assistant Business Manager

Special Services Librarian
Systems Administrator

7.2. The employee's mandatory contribution to PERF is 3% of gross earnings. In addition, the Library also contributes to JCPL's PERF account. This money will be paid out to eligible JCPL employees during their retirement.

7.3. Eligible employees may also elect to make voluntary pre-tax and/or post-tax contributions toward their retirement savings up to an additional 10% of gross earnings.

8. **Health/life insurance**

8.1. The library offers a group health package that includes medical, dental, prescription, vision, life and accidental death benefits that, is presently available to all employees working 30 hours or more per week. The Library has adopted the Internal Revenue Code Section 125, Premium Conversion Plan, to pay for qualified employee insurance premiums.

8.2. The library will pay all but \$1.00 per year of the life insurance cost for any eligible employees who elect not to take the health insurance.

9. **Family and Medical Leave/Military Leave**

The Library will comply with all applicable laws regarding FMLA and Military Leaves of Absence. Consult the JCPL FMLA/Military Leave Policy for more details.

10. **Meal time**

Each employee working 7 hours or more in one day may take at least 30 minutes up to 1 hour of their own time for lunch or supper.

11. **Break time**

Each employee is allowed a break of 15 minutes of paid time for each continuous working schedule of 3 ½ hours.

Employees under the age of 18, who are scheduled to work 6 or more consecutive hours must take a 30 minute break without interruption. If they work 7 or more hours in the day, the break is fully paid. If they work less than 7 hours, they are paid for 15 minutes of their break.

Because the Library is subject to the Fair Labor Standards Act the Library must provide "a reasonable break time" to employees for the purpose of expressing breast milk. The Library must provide the break time whenever the employee has a need to express breast milk. While the Library is not required to pay employees for this break time, it must provide the lactating employee a private place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public. The Library is only required to provide break time to lactating employees for up to one year after the child's birth.

12. Leave without pay

Good attendance is a condition of employment and necessary for the smooth, efficient, economical running of the library. Leave without pay may, on occasion, be granted by the Director as long as it is not detrimental to JCPL. Unapproved absences without pay will result in disciplinary action.

13. Overtime Guidelines

As a general rule, non-exempt employees may work no more than 40 hours per week. If management determines that overtime must be worked by non-exempt employees, an employee's schedule may be adjusted in another week for budgetary reasons.

14. Meetings and conferences

- 14.1. Monies budgeted for professional meetings may be provided to employees and board members for the purpose of attending meetings and conferences fostering continuing education and training in those areas related to the operation of the library.
- 14.2. All employees and Board members are encouraged to attend library related meetings and workshops. Each employee must obtain approval of his/her supervisor and the Director before attending such meetings and seeking expense reimbursements. The Director may approve staff attendance at any Indiana Library Federation (ILF), Indiana State Library, or MCLS meeting/webinar/conference/workshop and ALA or PLA webinar. Others must be approved by the Board.
- 14.3. Employees attending meetings or conferences are paid only for their regularly scheduled hours. Any time exceeding the scheduled time shall be considered compensatory time and shall conform to section 13. When attending all day meetings, 1 hour is unpaid lunch time, unless the meeting continues through the lunch hour.
- 14.4. To receive compensation for expenses incurred for any meeting, employees and Board members must submit accounts payable vouchers with attached receipts to the Director's office by the Monday preceding the next board meeting.

15. Certification

It is the policy of the library to meet the standards set by the Indiana State Library for certification levels for professional staff members. It is the responsibility of each professional staff member to maintain the certification level appropriate to the position he/she fills and to pursue the library education units (LEUs) required by the Indiana State Library for re-certification for the professional position he/she holds: Director: 100 LEUs every 5 years; Department and Branch Head: 75 LEUs every 5 years; Professional Assistant: 50 LEUs every 5 years. Each professional staff member must submit a copy of each LEU certificate received to the business office.

16. Travel

16.1. Approved library business includes outreach activities, banking, post office, AV Shopping, conferences, workshops, field trips, counterpart meetings, or meetings approved by the Board and travel among the 3 libraries of the Jasper County Public Library system.

16.2. Employees traveling on approved library business will be reimbursed for mileage at the IRS approved rate.

16.3. Employees are prohibited from using personal communication devices (i.e. cell phones, pagers, etc) while operating a motor vehicle on library business. Employees operating a motor vehicle should park in a safe area before making or receiving telephone calls or otherwise using personal devices. Furthermore, employees are required to be familiar and comply with the laws of the jurisdiction in which they are driving.

17. Appropriate dress

Appropriate dress and personal grooming create a favorable image for the library. We expect you to use good judgment and to maintain high standards in your personal cleanliness and attire. Your appearance affects the library's image. The library reserves the right to determine that particular attire is inappropriate for its business and to inform you of this and instruct you to change inappropriate attire. Some clothing, such as jeans, normally judged unacceptable for work, will be allowed on casual dress days and on other special occasions with permission from the Director.

18. Alcohol and drug use

Use of alcoholic beverages is prohibited on all library property.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on library property. Employees violating that prohibition will be terminated. Employees working under the influence of alcohol or under the influence of illegally-used drugs may also be terminated. All violations will be reported to local law enforcement authorities.

An employee must notify the Director of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Such conviction will result in dismissal.

19. Discipline

The Jasper County Public Library makes no promise of continued employment or employment for a specific period of time. The employer-employee relationship remains at-will. An individual's employment will continue only so long as the employee is satisfied with the library, and the library is satisfied with the employee.

Any employee who fails to perform the job satisfactorily, or is otherwise guilty of misconduct or insubordination, will be subject to discipline. In many cases, progressive discipline will be employed, including counseling, verbal warnings followed by written warnings, before more drastic measures are taken. Because circumstances vary in each case, each situation will be handled on an individual basis.

20. Outside Employment

JCPL does not prohibit employees from outside employment. The job cannot, however, interfere with meeting the staffing needs of JCPL. Employees may not have outside employment while on leave (except vacation leave) from JCPL.

21. Workers Compensation

This insurance covers employee work-related injuries. It pays for medical expenses and for time off work due to the injury according to WC Regulations. The employee may use paid sick leave to make up the difference between workers' compensation time-off reimbursement and the employee's normal wage for that time period.

22. Telecommuting

Telecommuting arrangements will only be allowed at the discretion of the Director.

Adopted 10/93; revised 7/14; revised 4/15; 4/16

JASPER COUNTY PUBLIC LIBRARY
PROPOSAL TALLY SHEET FOR INSURANCE

Pekin insurance

1.	Property	\$ <u>8846</u>
	Alternate #1 – Earthquake Coverage	<u>\$12,131 (5% Ded)</u>
2.	Boiler & Machinery	\$ <u>Included</u>
3.	Inland Marine	\$ <u>631</u>
4.	Crime	\$ <u>Included</u>
5.	General Liability (\$250 DED)	\$ <u>1789</u>
6.	Automobile	\$ <u>52</u>
7.	Workers Compensation	\$ <u>3667</u>
8.	Umbrella (\$10,000 Retention)	\$ <u>906</u>
9.	Cyber Liability -USLI	\$ <u>2355.90</u>
10.	Vacant Property-Dwelling (\$2500 Ded)	\$ <u>698</u>
TOTAL PACKAGE PROPOSAL		\$ <u>18,944.90</u>

JASPER COUNTY PUBLIC LIBRARY

PROPOSAL TALLY SHEET FOR INSURANCE - EMC/Downer

1.	Property	\$ 12,000
	Alternate #1 - Earthquake Coverage	upon request
2.	Boiler & Machinery	\$ included
3.	Inland Marine	\$ 2096
4.	Crime	\$ included
5.	General Liability	\$ 2438
6.	Automobile	\$ 241
7.	Workers Compensation	\$ 3704
8.	Umbrella	\$ 1,010
	Data Compromise	111
	Public Officials Error/Omission	not included
	Employment Practices Liability	included
	Employee Benefits Liability	included
TOTAL PACKAGE PROPOSAL		\$ 21,060

JASPER COUNTY PUBLIC LIBRARY

PROPOSAL TALLY SHEET FOR INSURANCE - Liberty Mutual

1.	Property	\$ 12540
	Alternate #1 – Earthquake Coverage	upon request
2.	Boiler & Machinery	\$ included
3.	Inland Marine	\$ 1325
4.	Crime	\$ 161
5.	General Liability	\$ 2219
6.	Automobile	\$ included
7.	Workers Compensation	\$ 3600
8.	Umbrella	\$ 1,100
	Data Compromise	not included
	Public Officials Error/Omission	not included
	Employment Practices Liability	included
	Employee Benefits Liability	included
TOTAL PACKAGE PROPOSAL		\$ 20945

JASPER COUNTY PUBLIC LIBRARY
PROPOSAL TALLY SHEET FOR INSURANCE -IMIP

1.	Property	\$ <u>9943</u>
	Alternate #1 – Earthquake Coverage	<u>upon request</u>
2.	Boiler & Machinery	\$ <u>1528</u>
3.	Inland Marine	\$ <u>551</u>
4.	Crime	\$ <u>436</u>
5.	General Liability	\$ <u>3612</u>
6.	Automobile	\$ <u>600</u>
7.	Workers Compensation (State pool)	\$ <u>4563</u>
8.	Umbrella	\$ <u>1200</u>
	Data Compromise	not included
	Public Officers Error/Omissions	1039
	Employment Practices Liability	2030
	Employee Benefits Liability	included
TOTAL PACKAGE PROPOSAL		\$ <u>25,502</u>

JASPER COUNTY PUBLIC LIBRARY

PROPOSAL TALLY SHEET FOR INSURANCE - Bliss/mcKnight

1.	Property	\$ 11 534
	Alternate #1 – Earthquake Coverage	upon request
2.	Boiler & Machinery	\$ 4 021
3.	Inland Marine	\$ 1 094
4.	Crime	\$ not included
5.	General Liability	\$ 2 661
6.	Automobile	\$ 1 68
7.	Workers Compensation	\$ 3 624
8.	Umbrella	\$ not included
	Data Compromise	not included
	Public Officials Error/Omissions	included
	Employment Practices Liability	733
	Employee Benefits Liability	376
	TOTAL PACKAGE PROPOSAL	\$ 24 211

REAL ESTATE LEASE

This Real Estate Lease made and entered into this 1st day of April, 2016, by and between KANKAKEE VALLEY SCHOOL CORPORATION, a duly organized and authorized school corporation located in Jasper County, Indiana, hereinafter referred to as "School," and JASPER COUNTY PUBLIC LIBRARY, a duly organized and authorized public library located in Jasper County, Indiana, hereinafter referred to as "Library," WITNESSETH:

WHEREAS, School is the owner of a certain parcel of real estate in the Town of DeMotte, Indiana; and

WHEREAS, Library owns real estate adjacent to this parcel of real estate owned by School; and

WHEREAS, Library desires to lease from school this parcel of real estate owned by School for use as a parking lot; and

WHEREAS, School desires to lease this parcel of real estate to Library for a parking lot to be used by both School and Library.

IT IS, THEREFORE, AGREED by and between School and Library as follows:

1. School hereby represents and warrants to Library that School is the owner of the following described real estate in the Town of DeMotte, Jasper County, Indiana: (See attached legal description marked Exhibit A).
2. School hereby leases the above-described real estate to Library for use as a parking lot, but for no other use.
3. This Real Estate Lease shall be for a term of 15 years, and shall commence on April 1, 2016, and shall terminate on March 31, 2031.

4. School and Library shall each have the right to use this parking lot at any time, but the use of this parking lot shall be on a first come, first served basis so there shall be no specific reservation of parking spaces for either party at any time.

5. Library shall pay no rent under this Real Estate Lease.

6. School shall maintain and keep this parking lot in a good state of repair at all times after its original construction. Neither party shall have the right to alter this parking lot without the consent of both parties. Finally, neither party shall place any barricades or barriers upon, or impede the flow of progress to or from, this parking lot without the consent of both parties.

7. School and Library shall each be responsible for maintaining public liability insurance and property damage insurance for injuries and damages suffered on this parking lot.

8. Library shall not sell, assign, transfer, or sublease this Real Estate Lease, or any part hereof, without the prior consent of School.

9. Each party is entitled to all rights and remedies available at law or in equity upon default by a party under this Real Estate Lease, including the right to specific performance hereof. In addition, each party is entitled to recover reasonable attorney fees, costs, and expenses incurred by reason of enforcing any rights under this Real Estate Lease.

10. This Real Estate Lease shall bind and inure to the benefit of each party and their successors and assigns.

IN WITNESS WHEREOF, School and Library have executed this Real Estate Lease.

JASPER COUNTY PUBLIC LIBRARY

KANKAKEE VALLEY SCHOOL
CORPORATION

By: 
Jody Melton, President

By: _____
John M. Jungles, III, President

By: 
Natalie Waling, Secretary

By: _____
Kristen Stowers, Secretary

This instrument prepared by: Edward P. Dumas, Attorney at Law
DUMAS & MAHNESMITH P.C., 119 W. Harrison St., Rensselaer, Indiana 47978

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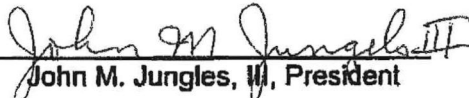
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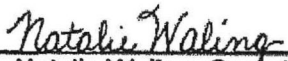
IN WITNESS WHEREOF, School and Library have executed this Real Estate
Lease.

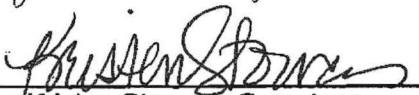
JASPER COUNTY PUBLIC LIBRARY

KANKAKEE VALLEY SCHOOL
CORPORATION

By: 
Jody Melton, President

By: 
John M. Jungles, III, President

By: 
Natalie Waling, Secretary

By: 
Kristen Stowers, Secretary

This instrument prepared by: Edward P. Dumas, Attorney at Law
DUMAS & MAHNESMITH P.C., 119 W. Harrison St., Rensselaer, Indiana 47978

FILED

APR 12 2016

Kimberly K. Shaw
Auditor, Jasper Co.

Resolution to Request Advance Draw

Whereas, it has been determined that the Jasper County Public Library needs additional funds to operate; therefore, we the Board of Trustees of the Jasper County Public Library do resolve to approve this request to the County Auditor and County Treasurer for 95% of all possible revenues received to date for the Library Operating Fund, Library Capital Projects Fund, and General Obligation Bond Fund to the Jasper County Public Library, payable 30 days from the date of this resolution.

ADOPTED THIS 11th DAY OF April, 2016.

NAY

AYE

M. L. Hoising

Jones Umbray

Natalie Waling

Jody Melton

Diana H. George

Timothy H. Smith

Orville F. Brown

ATTEST:

Natalie Waling

Secretary of the Jasper County Public Library Board

**Director's Report
March 2016**

Consent Agenda

You will be approving the minutes of the March board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R 7. **If you approve the Consent Agenda items, you will approve the updates to the Salary Ordinance as presented.**

Policy Review: Our Personnel Policy is up for review in April. Revisions are recommended. Please see R 10. We recommend adding sons and daughters-in-law to the list of close relatives of board and staff who may not be employed by the library. In the Salary section we have revised section 4.3 and in the Vacations section we have revised 4.2.2 to clarify matters for staff. We are not recommending we change our practices. We are simply trying to explain our practices more clearly. In the Holidays section we recommend striking the last sentence of 3.4. We don't require this because it creates a scheduling problem so this is troublesome language to have in the policy. **If you approve the Consent Agenda items, you will approve revising the Personnel Policy as presented.**

Advance Tax Draw: To ensure that we receive tax money just as soon as it is available for distribution we should request an advance tax draw. You need to pass a resolution to approve requesting an advance tax draw. **If you approve the Consent Agenda you will approve our requesting an Advance Tax Draw.**

General Business:

Eagle Scout Project Update: In September 2014 Eagle Scout, Mark Nuttall, from Boy Scout Troop 167 proposed to the Board a landscaping project at the DeMotte Library as his Eagle Scout Project. You accepted his proposal, and the work is now complete. I have invited Mark to our April meeting so that we may thank him and recognize his efforts.

Building Insurance: We bid out our building insurance every three years. In February specifications were sent to three agents in our Service District. The specifications detailed our current building insurance coverage, inviting a bid that was due on March 18. We received five bids from two agents. One agent did not provide a bid. Please see pages R 25- R 29 for a summary of each bid received. Our current premium cost is \$24,780. Some of our bids came in well below our current premium price! We have spent many hours reviewing these bids and have met with each agent who supplied a bid about their bid(s) and coverage details. We are called to select the bid that is most advantageous for the library. Cost, quality, and depth of coverage are all important considerations. After considering all five bids, we have narrowed it down to two.

The lowest bid was presented by MW Insurance Agency from Pekin Insurance with a total premium cost of \$18,945. This bid contains the following pieces: a property limit that exceeds our Specs and covers 100% of our property values, Employee Benefits Liability coverage that exceeds our Specs, and Data Compromise coverage that exceeds our Specs. With this bid the Business Personal Property is not included in the blanket. There are other areas where the bid does not meet our Specs: Employee Theft, Back-Up Sewer/Drain, Personal Property Off Premises, Accounts Receivable, Valuable Papers & Records, and Pollutant Clean Up

The second option for consideration came from our current agent, Consolidated, Inc. and our current carrier EMC/Downey. The premium cost for this bid is \$21,060. This bid contains the following pieces: a property limit that meets our Specs and covers 90% of our property values. With this bid Business Personal Property is included in the blanket. Workers Comp also exceeded Specs. Total coverage in this bid most closely matches our Specs. EMC/Downey was our carrier at the time of our flood event. They were wonderful to work with and did not raise their premium in the year following the flood. Their premium actually went down slightly.

In consideration of our library budget, we can afford both of these options. Additionally our building insurance premium costs will be going down with both of these options. We interviewed each agent. Both agents think their package is appropriate coverage for the library. **We will answer any questions you may have at our April meeting. Our current coverage does expire April 15, 2016. A board vote is required.**

Annual Impacts - Report of DeMotte Branch Librarian and Youth Services

Librarian: Debbie Kristoff and Rachel Wilkinson will present their Annual Impact Reports at the March Board meeting, reporting on adult and youth services.

DeMotte Library – East Parking Lot: We lease a portion of Kankakee Valley School Corporation (KVSC) property located just east of our DeMotte Library property. This area is paved and used for parking. Our lease agreement with KVSC will terminate on May 31, 2016. You determined last year that you wish to renegotiate this lease. I asked library attorney, Ed Dumas, to assist with this matter. KVSC Board has agreed to a 15-year extension of the Lease rights on the parking lot for DeMotte Elementary School. Your board packet contains a copy of the Lease in final form for execution by the Board so long as the Board is content with a 15-year term. Previous term was for 25-years. Please see R 30. **A Board vote is required to execute this Real Estate Lease with Kankakee Valley School Corporation.**

Milroy Artifacts Request: Brian K. Williamson, Technical Director for the Fort Wayne Museum of Art, contacted me in February, explaining that he was curating a show of paintings of Indiana Civil War Generals for later this year. His exhibit, The Alexander Lawrie Indiana Civil War Generals Portrait Show will include approximately 50 of Lawrie's paintings and artifacts associated with the generals featured in the show. The exhibit will include a portrait of General

To inform, enrich, and empower our diverse community.

Robert Huston Milroy. Brian asked if we had any military artifacts of General Milroy that might possibly be included in the exhibit. Emily Duran, Rensselaer Genealogy Specialist, and I spoke via conference call with Brian and explained our collection. After considering our collection, Brian has officially requested to borrow the following items for inclusion in the Lawrie Portrait Show –

- Milroy's pistol, with his name carved on the grips;
- His cavalry saber (the plain sword)
- His fancy spurs;
- His uniform with sash and belt, if belt is stable. I would like to move it on the mannequin. (less stress);
- His MOLLUS medal (medal with red/white/blue ribbon)
- His National Association of Veterans of the Mexican War silver medal;
- And one of his presentation swords. (I'm leaning towards the diamond encrusted one that has U.S engraved on it and has a sheath with elaborate engravings of all of the civil war battles but would like to have the option of the other one once I actually see them in person.)

Brian has advised that they will pick up the loans and then return them after the show in a museum vehicle. They would bring proper packing materials and pack them upon arrival. They have standard loan forms, and the items would be fully insured under their fine arts policy using the values we put on the loan forms. (The Library also carries insurance on our Milroy collection, when it is inside and/or outside the library.) Everything borrowed would be securely exhibited in cases behind Plexiglas. The show will be in their largest gallery and will open June 5 (possibly the 4th) and close August 21st, 2016. Brian states, "Everything would be handled professionally and with the utmost of care that unique artifacts deserve. We have security guards on site whenever the building is open. We can provide a facilities report and insurance carrier information if you would like. We will produce descriptive signage crediting your institution with the loan. We can arrange a specific pick up date later, but I would think about mid-May would work. We would need a bit of time to fabricate any possible exhibition furniture for your specific artifacts if needed. The return would probably be about early September." **This exhibit is an official Indiana Bicentennial Commission event. I recommend that the Library allow the Fort Wayne Museum of Art to borrow the requested items. It is an exciting opportunity! A board vote is required to loan these Milroy artifacts.**

Director Review: You will be doing my evaluation at the May board meeting in an executive session. In your board folders (the folders you receive on the night of the board meeting) you will find a copy of my self-evaluation and a blank evaluation form for you to fill out. I have provided a stamped envelope for you to use to mail this evaluation form to Natalie Waling, chair of the director's evaluation committee. Natalie will need to provide you with a deadline so that the committee can meet to prepare a written evaluation for me before the May meeting. At the May meeting the evaluation will be discussed by the whole board and then presented to me in the executive session. Deana George and Janelle Harper also serve on this committee.

To inform, enrich, and empower our diverse community.

Director's Report

National Library Week will be celebrated April 11-16. Special events include: daily prize giveaways and a coloring contest for children, ages 3-11. I have recorded a radio spot for WLQI about our plans, why it is important to celebrate, and new services that we will launch during National Library Week – namely our Digitized Yearbooks and VHS/DVD Converter Equipment now available for patron use. You have heard about our Digitized Yearbooks. Regarding our VHS/DVD Converters, we purchased the converters to convert our oral histories and some other 'library owned' content from VHS to DVD. We thought our patrons would enjoy using these machines to convert their home movies and will make the machines available for in-house use beginning April 11. This will be a free service, available on a first come first serve basis during normal library hours. Patrons must provide DVD+R discs, but everything else will be provided. We think patrons will be excited about this opportunity!

We have coordinated Active Shooter Presentations for our communities on May 2 at Rensselaer Library and May 16 at DeMotte Library. We are offering these as a community service for community leaders, business owners, and other concerned citizens who might wish to attend. We plan to send library staff as well. Indiana State Police Officers will present this program titled, Unarmed Response to the Active Shooter.

We have been providing required technical information to the State Library for our participation in SRCS (Statewide Remote Circulation Service). Besides technical information we have also provided a list of items we will not loan via ILL – Genealogy materials, ILL with barcode, eBooks, Express items, Reference materials, New items (added in last 12 months), Professional Collection, Milroy Collection, Ready Reference, Vertical File, Textbooks, Playaway, Playaway View, Equipment, and Leap Pad.

The Rensselaer Republican requested to interview me for their upcoming Progress Edition about Technology. What a BIG topic! After some discussion with the reporter, I framed it this way – I would discuss ways the library is using technology to meet community need. I invited Sheila and Mel to participate in this interview, too. I think we painted a very good picture of how technology has changed the library in the past 20 years and how we meet community need with technology. We anxiously await the article. It has not been published yet.

Early in the year, Julie Walstra, Kankakee Valley High School Library Media Specialist, contacted me about the possibility of the library doing a presentation to KV High School seniors about the importance of having a public library card. I told her that we would be happy to make that presentation and shared her expressed need with the Management team. Evie volunteered to visit and had the opportunity to speak with 85 students. We continue to appreciate the opportunities to partner with the schools!

Longtime DeMotte staff member, Jill, has given official notice that she will retire May 15, 2016. Jill has worked for JCPL for nearly 32 years!

KVSC will hold their first eLearning day on April 29. In the Parent Information they are reminding parents and students about our public Wi-Fi. They did call in advance to let us know about their eLearning day and the inclusion of this information in their parent letter. We are appreciative of their advance notice.

Children's Librarians have been hard at work on Summer Reading plans-ordering supplies, scheduling performers, and preparing for school visits. This year's theme is *On Your Mark, Get Set, Read* for younger readers, *Get in the Game, Read* for teens, and *Exercise Your Mind, Read* for adults.

Books to Bridge the Region plans for 2016 are underway. Northwest Indiana will be encouraged to read specific books and attend associated programs and events later this year.

System Administrator News

Sheila viewed the following webinars – Emerging Tech Trends in Libraries, Visual Content: Level Up Your Social Media, e-Rate Form 471, and How to Understand/Complete Certifications Section on FCC Form 471.

She configured and replaced various pcs, finished uploading yearbooks to archive.org and created Collections in time for our National Library Week launch, and filed SRCS paperwork with the Indiana State Library.

Technical Services News

Becky completed the board-approved patron purge. Patron registration statistics for the month of March do reflect this purge. Becky has worked with Sheila to answer questions from TLC about SRCS.

Tech Services processed a record number of items in March, 1,611 items.

DeMotte Library News

A school-age student presented a pleasing note to DeMotte staff stating, "I love books. I love them so much. I will come to the library everyday!!" You can't beat testimony like that!

Debbie reports, "We continue to work on painting the inside of the building. It is really looking nice, and we have received positive comments from patrons. We were able clear the front area of the library to expose the landscaping block with the help of a community service volunteer. We have been "spring cleaning" around the outside of the building."

Rensselaer Library News

Linda reports, "The <March> Bicentennial Program was Severe Indiana Weather Awareness with a National Weather Service spotter from Romeoville, IL. The Book discussion programs, cancelled because of the <February> blizzard, were held at the beginning of the month. Our Adult Winter Read had 187 participants, 1123 slips! And 9 happy Winners! Melissa Smiths Cook the Book program had a great start!"

Janice reports, "We had some interesting weather in March so we did not see the St. Augustine students as often as we do. We also had spring break thrown in, which meant we had students with free time coming in to use computers and do crafts. We celebrated spring, St. Patty's Day, and Easter. For Books and More the weather was so nice we folded paper airplanes and flew them outside. Our teens enjoyed taking apart electronics and seeing what's inside. In May we will create art from the parts we removed from the old electronics."

Wheatfield Library News

Evie reports, "We offered a variety of adult programs in March, including "Know the Signs" of Alzheimer's, Health Screenings, Book Discussion, Morning Movie, Dialogic Reading and Healthy Snacks (offered to parents during Story Time), and 5 Yoga sessions. The Yoga classes have been a great success, with approximately 17 attending each class...the best part is that the instructor just agreed to continue for another 6 weeks! During spring break, Carolyn offered a movie program, at which 30 people attended!"

She continues, "Our Friends group has been doing great and just agreed to purchase a new popcorn popper for us to use during programs, as well as two lounge chairs for us to enjoy during our lunch breaks."

Please contact me if you are unable to attend the April board meeting or if you have any questions about material in your packet.-Patty

JCPL FINANCIAL STATEMENT
March 31, 2016

	<u>Beginning 2016 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$621,832.00	\$179,803.76	\$524,543.15	\$71,931.60	\$217,437.55	\$314,726.40
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$11,733.55	\$283.29	\$1,250.34	\$87.77	\$3,151.27	\$13,634.48
DeMotte	\$3,280.63	\$0.91	\$523.97	\$0.00	\$2,252.00	\$5,008.66
Rensselaer	\$5,790.86	\$245.98	\$535.99	\$0.00	\$675.00	\$5,929.87
Wheatfield	\$2,662.06	\$36.40	\$190.38	\$87.77	\$224.27	\$2,695.95
Library Improvement Reserve Fund	\$174,701.97	\$0.00	\$28,495.58	\$12.42	\$37.94	\$146,244.33
Bond & Interest Redemption Fund	\$172,158.96	\$0.00	\$163,903.50	\$0.00	\$0.00	\$8,255.46
Rainy Day Fund	\$311,013.21	\$0.00	\$0.00	\$0.00	\$0.00	\$311,013.21
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$7,264.32	\$1,081.00	\$3,243.00	\$0.00	\$0.00	\$4,021.32
Capital Projects Fund	\$1,278,989.78	\$0.00	\$0.00	\$4.59	\$13.47	\$1,279,003.25
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$98.60	\$0.00	\$98.60	\$0.00	\$0.00	\$0.00
Sales Tax	\$173.69	\$0.00	\$157.31	\$21.27	\$43.26	\$59.64
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Settlement Fund	\$12,908.92	\$0.00	\$0.00	\$0.00	\$0.00	\$12,908.92
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,862.42	\$24,289.45	\$7,862.42	\$24,289.45	\$0.00
FICA Tax Collected	\$0.00	\$7,336.95	\$22,661.46	\$7,336.95	\$22,661.46	\$0.00
State Tax Collected	\$3,565.69	\$3,590.04	\$10,824.45	\$3,494.06	\$10,752.77	\$3,494.01
County Tax Collected	\$2,786.38	\$2,664.66	\$8,330.07	\$2,581.03	\$8,124.77	\$2,581.08
Deferred Comp.	\$0.00	\$2,010.00	\$6,030.00	\$2,010.00	\$6,030.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$4,151.34	\$10,769.08	\$3,792.72	\$10,770.95	\$1.87
Employee Life Insur.	\$0.00	\$182.07	\$556.21	\$167.56	\$558.68	\$2.47
Employee INPRS	\$0.00	\$3,005.14	\$9,143.44	\$3,005.14	\$9,143.44	\$0.00
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,597,497.07	\$211,970.67	\$814,295.64	\$102,307.53	\$313,015.01	\$2,096,216.44

Bank Balances
Jasper County Public Library
Report as of: 3/31/16

<i>Bank</i>		
1	Alliance Bank	\$569,251.22
2	Demotte State Bank	\$14,811.73
3	CD#002-0668943762 Fifth Third Bank	\$500,000.00
4	PNC Bank	\$11,883.49
5	Cash On Hand	\$270.00
7	CD#002-0668943754 Fifth Third Bank	\$275,000.00
8	CD#002-0668943770 Fifth Third Bank	\$725,000.00
<i>Total all banks =</i>		<i>\$2,096,216.44</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 100OPERATING FUND

Jasper County Public Library

Report Date: From 3/1/16 To 3/31/16

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$67,558.00	\$0.00	\$67,558.00	\$5,595.20	\$16,720.60	\$50,837.40	24.7
1.12 SALARY OF ASSISTANTS	\$1,091,370.00	\$0.00	\$1,091,370.00	\$87,341.12	\$268,516.08	\$822,853.92	24.6
1.13 WAGES OF JANITORS	\$88,012.00	\$0.00	\$88,012.00	\$6,200.50	\$20,109.57	\$67,902.43	22.8
1.21 EMPLOYER'S SHARE-FICA	\$95,391.00	\$0.00	\$95,391.00	\$7,336.95	\$22,661.46	\$72,729.54	23.8
1.22 UNEMPLOYMENT COMPENSATION	\$3,517.00	\$0.00	\$3,517.00	\$0.00	\$310.04	\$3,206.96	8.8
1.23 EMPLOYER'S CONTRIB.- PERF	\$109,799.00	\$0.00	\$109,799.00	\$8,967.94	\$27,316.16	\$82,482.84	24.9
1.24 EMPLOYER'S CONTRIB.- INS.	\$149,936.00	\$0.00	\$149,936.00	\$11,278.15	\$32,693.47	\$117,242.53	21.8
Subtotal	\$1,605,583.00		\$1,605,583.00	\$126,719.86	\$388,327.38	\$1,217,255.62	24.2
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
2.12 STATIONERY AND PRINTING	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,500.00	\$0.00	\$8,500.00	\$590.62	\$2,104.56	\$6,395.44	24.8
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$180.10	\$935.83	\$5,064.17	15.6
2.23 OTHER OPERATING SUPPLIES	\$7,000.00	\$0.00	\$7,000.00	\$403.62	\$1,190.21	\$5,809.79	17.0
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$11.95	\$199.99	\$800.01	20.0
2.32 PAINT AND PAINTING SUPPLIES	\$400.00	\$0.00	\$400.00	\$0.00	\$68.22	\$331.78	17.1
2.33 REPAIR PARTS	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$94.91	\$1,405.09	6.3
2.41 LIBRARY SUPPLIES	\$15,350.00	\$0.00	\$15,350.00	\$1,181.03	\$2,504.08	\$12,845.92	16.3
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0.0
Subtotal	\$40,900.00		\$40,900.00	\$2,367.32	\$7,097.80	\$33,802.20	17.4
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$190.00	\$5,810.00	3.2
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$43.75	\$619.25	\$9,380.75	6.2

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<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Spent</i>
3.145 DATABASES & LICENSING SERVICES	\$21,552.00	\$0.00	\$21,552.00	\$0.00	\$3,834.00	\$17,718.00	17.8
3.146 E-BOOKS SERVICES	\$18,500.00	\$0.00	\$18,500.00	\$10,000.00	\$13,000.00	\$5,500.00	70.3
3.21 TELEPHONE	\$3,800.00	\$0.00	\$3,800.00	\$615.06	\$1,166.35	\$2,633.65	30.7
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$6.48	\$297.16	\$2,702.84	9.9
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$1,002.35	\$3,151.12	\$16,848.88	15.8
3.24 PROFESSIONAL MEETINGS	\$10,768.00	\$0.00	\$10,768.00	\$88.18	\$1,374.65	\$9,393.35	12.8
3.25 FREIGHT	\$2,000.00	\$0.00	\$2,000.00	\$120.14	\$251.22	\$1,748.78	12.6
3.26 NETWORKING	\$64,860.00	\$0.00	\$64,860.00	\$0.00	\$0.00	\$64,860.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$600.00	\$0.00	\$600.00	\$173.90	\$173.90	\$426.10	29.0
3.33 MARKETING ADVERTISING	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$0.00	\$1,800.00	0.0
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$50.00	\$200.00	20.0
3.42 OTHER INSURANCE	\$31,000.00	\$0.00	\$31,000.00	\$106.00	\$3,857.00	\$27,143.00	12.4
3.51 GAS	\$45,000.00	\$0.00	\$45,000.00	\$1,638.01	\$4,968.43	\$40,031.57	11.0
3.52 ELECTRICITY	\$100,000.00	\$0.00	\$100,000.00	\$5,777.96	\$18,134.48	\$81,865.52	18.1
3.53 WATER	\$4,000.00	\$0.00	\$4,000.00	\$316.45	\$924.50	\$3,075.50	23.1
3.54 WASTE DISPOSAL SERVICES	\$6,500.00	\$0.00	\$6,500.00	\$586.23	\$1,776.89	\$4,723.11	27.3
3.61 BUILDING & STRUCTURES	\$66,922.00	\$0.00	\$66,922.00	\$4,418.60	\$5,573.60	\$61,348.40	8.3
3.62 EQUIPMENT REPAIRS	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.0
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$99.95	\$176.85	\$123.15	59.0
3.91 DUES	\$1,900.00	\$0.00	\$1,900.00	\$32.00	\$253.00	\$1,647.00	13.3
3.93 TAXES & ASSESSMENTS	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	0.0
3.94 TRANSFER TO LIRF	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$117,119.00	\$0.00	\$117,119.00	\$1,329.75	\$23,100.71	\$94,018.29	19.7
Subtotal	\$639,341.00		\$639,341.00	\$26,354.81	\$82,873.11	\$556,467.89	13.0
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$50,714.00	\$0.00	\$50,714.00	\$131.15	\$2,310.30	\$48,403.70	4.6
4.5 OTHER CAPITAL OUTLAYS	\$0.00	\$0.00	\$0.00	\$0.00	\$107.50	(\$107.50)	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Spent</i>
4.51 BOOKS	\$160,000.00	\$0.00	\$160,000.00	\$17,815.29	\$32,346.56	\$127,653.44	20.2
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$4,445.61	\$5,796.22	\$19,203.78	23.2
4.53 NONPRINTED MATERIALS	\$58,000.00	\$0.00	\$58,000.00	\$1,969.72	\$5,684.28	\$52,315.72	9.8
Subtotal	\$293,714.00		\$293,714.00	\$24,361.77	\$46,244.86	\$247,469.14	15.7
Grand Total	\$2,579,538.00	\$0.00	\$2,579,538.00	\$179,803.76	\$524,543.15	\$2,054,994.85	20.3

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3c

Appropriation Report for**155STATE TECHN.FUND GRANT****Jasper County Public Library****Report Date: From 3/1/16 To 3/31/16**

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
3. Other Services and Charges							
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$1,081.00	\$3,243.00	(\$3,243.00)	0.0
Subtotal	\$0.00		\$0.00	\$1,081.00	\$3,243.00	(\$3,243.00)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$1,081.00	\$3,243.00	(\$3,243.00)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3D

F-4a

Voucher List

Jasper County Public Library

Report Date: From 3/1/16 To 3/31/16

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	147	PAYROLL	3/10/16	PAYROLL	\$47,399.34
34519	148	AARON'S LAWN CARE	3/14/16	DeM & Wh: Snow removal	\$990.00
34520	149	ACE HARDWARE	3/14/16	Silicone Sealant for skylight, Iron handle scrub brush to clean walls, Nuts/Bolts/Nails to hand old prints from staples, Finish Tung, putty wood, mini scraper, scraper razor blades, foam brush, glue, lightbulbs for flood lamps, pry bar, cement roof sealant for shingle repair.	\$82.05
0	150	ALLIANCE BANK	3/14/16	Direct Deposit Fees - February 2015	\$37.30
34521	151	ALLSTATE SIGN & PLAQUE C	3/14/16	No Smoking signage - Rens	\$47.15
34522	152	AMERICAN LIBRARY ASSOCIA	3/14/16	DeM - David Bowie Posters	\$45.00
34523	153	ANTHEM BLUE CROSS BLUE	3/14/16	Health Ins. Premiums- March 2016 & February Premium for C. DeVries	\$13,923.84
34524	154	ANTHEM LIFE	3/14/16	Life Ins. Premiums- March 2016	\$100.62
34525	155	CENTER POINT PUBLISHING	3/14/16	Books	\$532.08
34526	156	CENTURYLINK	3/14/16	Long distance phone service- February 2016	\$15.60
34527	157	CHICAGO TRIBUNE	3/14/16	Rens: Newspaper subscription 3/24/15-3/20/17, Acct# 10433615	\$350.48
34528	158	CIRCLE R ELECTRIC, INC.	3/14/16	DeM: New Receptacles installed	\$541.13
34529	159	CULLIGAN WATER CONDITIO	3/14/16	Wh: Water Cooler Rental-March 2016, 5-gallon drinking water- 6	\$55.65
34530	160	DEBORAH KRISTOFF	3/14/16	Mileage 1/6 - 2/11/16: Management Meeting - January & February 2016, Grant Committee Meeting, Transport and Meeting in Rensselaer	\$84.24
34531	161	DELTA DENTAL	3/14/16	Dental Ins. Premiums-March 2016	\$609.21
34532	162	ENA SERVICES LLC	3/14/16	Internet Service- February 2016	\$1,081.00
34533	163	FLEX-PAC INC	3/14/16	M-folds, toilet paper	\$144.52
34534	164	GRAINGER	3/14/16	Anti-Slip Black Tape	\$68.72
34535	165	GREY HOUSE PUBLISHING	3/14/16	Book	\$162.00
34536	166	HAMSTRA BUILDERS, INC.	3/14/16	Wh: 2016 HVAC Service Contract	\$1,150.00
34537	167	INDIANA WASTE SERVICE	3/14/16	DeM: Trash pick-up March 2016	\$87.70
34538	168	JANICE WILMA	3/14/16	Lunch @ Workshop in Indianapolis	\$8.18
34539	169	JASON GILBERT	3/14/16	Clear Polycarbonate for display panels	\$84.00
34540	170	KANKAKEE VALLEY PUBLISHI	3/14/16	Annual Financial Report Legal Ads	\$173.90
34541	171	KAPCO	3/14/16	Poly covers	\$205.41
34542	172	KNOWBUDDY RESOURCES	3/14/16	Children;s books	\$432.80
34543	173	LINDA POORTENGA	3/14/16	Mileage 2/19/16: B2B, LCPL roundup	\$52.92
34544	174	MAGAZINE SUBSCRIPTION SE	3/14/16	Annual June- August Magazine Subscription Renewals	\$3,538.73
34545	175	MICHAEL R. ANDERSON	3/14/16	Rens: Snow removal 1/12, 1/20, 2/15/16	\$375.00
34546	176	M W INSURANCE AGENCY	3/14/16	Bond for Asst. Treasurer	\$106.00
34547	177	NIPSCO	3/14/16	Wh: Gas & Electric Service	\$1,974.28
34548	178	OSBY WATER CONDITIONING	3/14/16	Wh. Water softener chemicals	\$150.00
34549	179	OVERDRIVE	3/14/16	Deposit on Account for Future Content Purchases	\$10,000.00
34550	180	PATTY STRINGFELLOW	3/14/16	Mileage 2/5-3/4/16: Directors meetings	\$87.48
34551	181	PRECISION CONTROL SYSTE	3/14/16	DeM: Repaired/Replaced leaking heating Valve/actuator & gaskets for die electric unions in VaV 12	\$2,324.97
34552	182	QUILL CORPORATION	3/14/16	Name tags, File folder labels, Hole reinforcements, rubber band, 1 hole punch,	\$59.44
34553	183	RACHEL WILKINSON	3/14/16	Mileage 1/7/15 - 3/11/16: 1000 books meeting, Book vendor meeting, Management Mtg.	\$63.72
34554	184	REBECCA AMALONG	3/14/16	Anniversary Card for M. Molenaar	\$2.74
34555	185	RENSSELAER ROTARY CLUB	3/14/16	January & February 2016 dues & meals	\$112.00
34556	186	REPUBLIC SERVICES #715	3/14/16	Wh: Trash Service- March 2016	\$73.17

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	187	SAGE PAYMENT SOLUTIONS	3/14/16	Merchant Processing Fees- February 2016, (automatic withdrawal on 3/2/16)	\$23.85
34557	188	SUNRISE PACKAGING INC.	3/14/16	Audiobook cases	\$321.94
34558	189	SVT, LLC	3/14/16	Youth Services Programs	\$85.13
34559	190	THE TIMES	3/14/16	Rens & Wh: Newspaper subscription 3/30/16-3/29/17	\$556.40
34560	191	TRUGREEN PROCESSING CE	3/14/16	Ice Melt	\$112.20
34561	192	ULINE	3/14/16	Strap tape	\$105.34
34562	193	UNIQUE MANAGEMENT SERVI	3/14/16	Collections: Initial/Secondary Placements- February 2016	\$98.45
34563	194	U.S. Postal Service	3/14/16	DeM: PO Box 16 Rental	\$90.00
34564	195	VISION SERVICE PLAN	3/14/16	Vision Ins. Premiums- March 2016	\$250.53
34565	196	WAL-MART COMMUNITY/RFC	3/14/16	DVDs, Lysol, Pledge, Oval Basket, Paint, Glue stick, Chips ahoy, Pepsi, Dortioes, Mtn Dew, Baby wipes, Spring water, Fish Food, Book rinkgs, crayons, Marshmallows, pretzels, Fuzzy Sticks, Pony Beads, Foam, Country Time, Candy	\$948.49
34566	197	YVONNE DEL VECCHIO	3/14/16	Mileage 1/4-2/17/16: Walking Books, Book Club, ASK committee meeting, Comm. Com & Prog. Events	\$54.11
0	198	BILL HROMADA	3/10/16	Courier Mileage 2/16/16 - 2/29/16 (Conf. #364)	\$267.84
0	199	GREAT-WEST RETIREMENT S	3/10/16	Annuity Contributions withheld 3/10/16 Payroll (Conf. #368)	\$1,005.00
0	200	INDIANA DEPARTMENT OF RE	3/10/16	State & County Taxes withheld February 2016 Payrolls (Ref. #83296)	\$6,254.70
0	201	INPRS fbo PERF	3/10/16	INPRS Contributions 3/10/16 Payroll	\$5,833.99
0	202	IRS USA TAXPAYMENT	3/10/16	Federal Withholding, Medicare, & FICA withheld 3/10/16 Payroll & Ins. (Acknowledgement# 01285540)	\$10,748.41
0	203	TOWN OF DEMOTTE	3/10/16	DeM House: Water & Sewer Service- February 2016 (Conf. #366)	\$84.72
0	204	TOWN OF DEMOTTE	3/10/16	DeM: Water & Sewer Service- February 2016 (Conf. #365)	\$167.64
0	205	TOWN OF WHEATFIELD	3/10/16	Wh: Sewer Service- March 2016 (Conf# 367)	\$56.65
34567	206	BAKER & TAYLOR	3/14/16	Books, Continuations, AV, Auto. Yours	\$13,538.96
34568	207	BAKER & TAYLOR ENTERTAIN	3/14/16	DVDs	\$69.30
34569	208	CENTURYLINK	3/14/16	Rens: Local phone & fax service March 2016	\$417.48
34570	209	DEMCO	3/14/16	Polishing compound, Crystal Clear Tape, Polyfit Center Cut Book Jacket Cover, Color Craze Bookmarks	\$296.15
34571	210	GALE/CENGAGE LEARNING	3/14/16	Books	\$151.53
34572	211	ICC Business Products	3/14/16	Hinge Pressboard Binder, Evnvelopes, Rubber Bands, Chairmat	\$124.62
34573	212	MARLENE BEEDLE	3/14/16	Mileage - Digitization Committee Meeting	\$23.76
34574	213	MICHAEL R. ANDERSON	3/14/16	Rens: Snow removal: 2/24/16	\$187.50
34575	214	MIDWEST TAPE	3/14/16	DVDs	\$452.87
34576	215	NIPSCO	3/14/16	DeM: Gas & Electric Service	\$2,998.19
34577	216	OFFICE DEPOT	3/14/16	Trigger Spray, Proteco Clear Film, Lamineate Refill, Folders, Antistatic Cleaning Spray, Eco Magic Tape, Glue Stick, Self Stick Mounting Rolls, Magic Disp Tape, Magic Scotch Tape, paper, Construction Paper, Copy Paper	\$323.35
34578	217	QUILL CORPORATION	3/14/16	Medium Clips, Black Sharpies, Ruled Pads, Clasp Envelopes, Orange & Yellow Labels, Desk Pad, Black Laserjet	\$242.06
34579	218	RAYANN GILMORE	3/14/16	Rens. Petty Cash: postage, laundry	\$50.23
34580	219	ROSEN PUBLISHING	3/14/16	Books	\$3,015.05
34581	220	SCHOLASTIC LIBRARY	3/14/16	Books	\$884.01
0	221	PAYROLL	3/25/16	PAYROLL	\$51,737.48
0	222	AFLAC	3/25/16	Supplemental Insurance March 2015 (Conf. #373)	\$727.36
0	223	BILL HROMADA	3/25/16	Courier Mileage 3/1/16 - 3/15/16 (Conf. #369)	\$368.28
0	224	CENTURYLINK	3/25/16	WH: Fax Service March 2016 (Conf. # 372)	\$51.42
0	225	CENTURYLINK	3/25/16	WH: Local Phone Service March 2016 (Conf. # 371)	\$130.56

F4c

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	226	CITY OF RENSSELAER	3/25/16	RENS: Utilities 2/8/16 - 3/9/16 (Conf. #370)	\$2,830.60
0	227	GREAT-WEST RETIREMENT S	3/25/16	Annuity Contributions withheld 3/25/16 Payroll (Conf. #374)	\$1,005.00
0	228	INPRS fbo PERF	3/25/16	INPRS Contributions 3/25/16 Payroll	\$6,139.09
0	229	IRS USA TAXPAYMENT	3/25/16	Federal Withholding, Medicare, & FICA withheld 3/25/16 Payroll & Ins. (Acknowledgement#40163208)	\$11,787.91
0	238	SPARKPAY	3/31/16	Merchant Processing Fees- March 2016	\$20.15
Total Amount of Claims					\$211,970.67

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, April 07, 2016

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$211,970.67

Date this 11th day of April, 2016.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
March 31, 2016

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,969.84	\$7,943.85
DeMotte	\$1,052.86	\$2,493.75		
Rensselaer	\$1,202.20	\$3,259.09		
Wheatfield	\$714.78	\$2,191.01		
PHOTOCOPIES:			\$964.31	\$2,695.77
DeMotte	\$418.70	\$1,125.64		
Rensselaer	\$340.01	\$935.28		
Wheatfield	\$205.60	\$634.85		
INTEREST (Checking, Repurchase, CDs):.....			\$37.56	\$138.54
TAXES:			\$67,656.08	\$202,968.24
Property Tax	\$0.00	\$0.00		
LOIT	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$55,240.08	\$165,720.24		
Local Option/Property Tax Repl.	\$12,416.00	\$37,248.00		
TAXABLE SALES:-.....			\$3.81	\$17.86
REFUNDS:			\$300.00	\$3,673.29
Rebates/Refund	\$0.00	\$0.00		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$300.00	\$600.00		
Reimbursement	\$0.00	\$333.69		
Fixed Asset Sales	\$0.00	\$0.00		
Miscellaneous Receipts	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$2,739.60		
TOTAL OPERATING FUND RECEIPTS.....			\$71,931.60	\$217,437.55
PLAC FUND:.....			\$0.00	\$0.00
GIFT FUNDS:			\$87.77	\$3,151.27
DeMotte	\$0.00	\$2,252.00		
Rensselaer	\$0.00	\$675.00		
Wheatfield	\$87.77	\$224.27		
LIB. IMPROV. RESERVE FUND:			\$12.42	\$37.94
Interest Earned	\$12.42	\$37.94		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$0.00
Special CAGIT Distribution	\$0.00	\$0.00		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$4.59	\$13.47
Interest Earned	\$4.59	\$13.47		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:.....			\$0.00	\$0.00
LEVY EXCESS FUND:.....			\$0.00	\$0.00
SALES TAX:.....			\$21.27	\$43.26
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$0.00
Interfund Transfer	\$0.00	\$0.00		
INSURANCE SETTLEMENT FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$72,057.65	\$220,683.49

F5b

WITHHOLDING ACCOUNT FUNDS:

			\$30,249.88	\$92,331.52
FIT Tax Collected	\$7,862.42	\$24,289.45		
FICA Collected	\$7,336.95	\$22,661.46		
State Tax Collected	\$3,494.06	\$10,752.77		
County Tax Collected	\$2,581.03	\$8,124.78		
Deferred Comp Plan	\$2,010.00	\$6,030.00		
Pre-tax Insurance Plans	\$3,792.72	\$10,770.95		
Life Insurance	\$167.56	\$558.68		
INPRS	\$3,005.14	\$9,143.44		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$102,307.53	\$313,015.01

Voucher List

Jasper County Public Library

Report Date: From 4/1/16 To 4/11/16

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	230	PAYROLL	4/8/16	PAYROLL	\$55,347.97
0	231	BILL HROMADA	4/8/16	Courier Mileage 3/16 - 3/31/16 (Conf. #375)	\$401.76
0	232	GREAT-WEST RETIREMENT S	4/8/16	Annuity Contributions withheld 4/85/16 Payroll (Conf. #378)	\$1,005.00
0	233	INDIANA DEPARTMENT OF RE	4/8/16	State & County Taxes withheld March 2016 Payrolls (Ref. #62608)	\$6,075.09
0	234	INPRS fbo PERF	4/8/16	INPRS Contributions 4/8/16 Payroll	\$6,517.58
0	235	IRS USA TAXPAYMENT	4/8/16	Federal Withholding, Medicare, & FICA withheld 4/8/16 Payroll & Ins. (Acknowledgement#62220659)	\$12,802.67
0	236	TOWN OF DEMOTTE	4/8/16	DeM: Water & Sewer Service- March 2016 (Conf. #376)	\$167.64
0	237	TOWN OF DEMOTTE	4/8/16	DeM House: Water & Sewer Service- March 2016 (Conf. #377)	\$84.72
34582	239	4IMPRINT, INC.	4/11/16	Promotional pencil sharpeners & chairs	\$941.54
34583	240	ACE HARDWARE	4/11/16	Primer, paint brushes, roller cover, paint tray, paint	\$112.42
34584	241	ANTHEM BLUE CROSS BLUE	4/11/16	Health Ins. Premiums- April 2016	\$13,260.80
34585	242	ANTHEM LIFE	4/11/16	Life Ins. Premiums- April 2016	\$100.62
34586	243	BAKER & TAYLOR	4/11/16	Books, Continuations, AV, Auto. Yours	\$7,159.64
34587	244	BAKER & TAYLOR ENTERTAIN	4/11/16	DVDs	\$388.40
34588	245	BLUETARP FINANCIAL, INC	4/11/16	Screws, tri-flow, ceiling tiles, box cover	\$50.80
34589	246	BRODART CO.	4/11/16	Vinyl pouches	\$56.18
34590	247	BUSINESS CARD	4/11/16	KV yearbook, plastic chair leg tips, Branch Counterparts expenses, Director's Meeting expenses, B2B expenses, Reference Counterparts expenses, canvas storage bag, DVDs, CDs, books, book returns	\$4,368.71
34591	248	CAROLYNN DeVRIES	4/11/16	Children's Counterparts expenses	\$10.56
34592	249	CARRIAGE PAPER PRODUCT	4/11/16	Thermal paper rolls	\$209.41
34593	250	CREATIVE PRODUCT SOURC	4/11/16	Library stickers	\$160.57
34594	251	CRESTLINE SPECIALTIES, INC	4/11/16	Promotional USB drives	\$482.18
34595	252	CULLIGAN WATER CONDITIO	4/11/16	Wh: Water Cooler Rental-April 2016	\$11.95
34596	253	D & S COMPUTER SERVICES	4/11/16	Hosting 2nd quarter 2016	\$120.00
34597	254	DELTA DENTAL	4/11/16	Dental Ins. Premiums-April 2016	\$580.20
34598	255	DONNA BARKO	4/11/16	Mileage 1/12-3/28/16: Bank deposits, Post Office, new employee orientations, Courthouse	\$79.87
34599	256	DUMAS & MAHNESMITH P.C.	4/11/16	Legal Assistance: Parking lot agreement	\$403.75
34600	257	EBSCO INFORMATION SERVI	4/11/16	Job & Career Accelerator database 4/1/16-3/31/17	\$1,367.00
34601	258	EMILY R. MYERS	4/11/16	Patron overcharged for processing & replacement fees on returned item.	\$30.95
34602	259	ENA SERVICES LLC	4/11/16	Internet Service- March 2016	\$1,081.00
34603	260	FASE-KALUF TV & APPLIANCE	4/11/16	Audio cable	\$6.99
34604	261	FINDAWAY WORLD, LLC	4/11/16	Playaway Views	\$293.46
34605	262	FLEX-PAC INC	4/11/16	Hand soap, toilet paper	\$228.75
34606	263	GALE/CENGAGE LEARNING	4/11/16	Books	\$156.14
34607	264	INDIANA DEPT. OF WORKFOR	4/11/16	1st Quarter 2016 Unemployment Compensation Pymt	\$3,895.01
34608	265	INDIANA WASTE SERVICE	4/11/16	DeM: Trash pick-up April 2016	\$87.70
34609	266	JANICE WILMA	4/11/16	Children's prizes, books, DVDs, CDs	\$150.94
34610	267	KIMBERLY ZEBICK	4/11/16	Book reimbursement for found item that patron previously paid for.	\$11.95
34611	268	LINDA POORTENGA	4/11/16	Mileage 3/3-3/29/16: Database meeting, Branch Counterparts meeting, Management meeting, B2B meeting, Reference Counterparts meeting	\$126.90
34612	269	LINDA THOMPSON	4/11/16	Mileage 3/29/16: Counterparts meeting	\$8.64
34613	270	MIDWEST TAPE	4/11/16	Audiobooks	\$336.89

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
34614	271	NETWISE RESOURCES	4/11/16	Wh: staff copier quarterly service agreement	\$116.00
34615	272	NITCO	4/11/16	DeM: Local Phone & Fax Service April 2016	\$78.05
34616	273	PATTY STRINGFELLOW	4/11/16	Mileage 3/9-3/17/16: Branch Visit, Management meeting	\$47.52
34617	274	PEGGY MICHELIN	4/11/16	Mileage 12/21/15-3/17/16: AV Shopping, pickup supplies, Post Office	\$11.32
34618	275	PRECISION CONTROL SYSTE	4/11/16	Rens: replaced combustion air actuator & checked stroke, replaced pump differential guage; DeM: replaced valve, actuator, & pipe fittings, wired in & checked operation, replaced leaking actuator & spring kit, replaced missing electrical box & fittings	\$1,383.47
34619	276	QUILL CORPORATION	4/11/16	Paper towel rolls, m-folds, typewriter ribbons, dry erase board erasers	\$122.42
34620	277	REPUBLIC SERVICES #715	4/11/16	Wh: Trash Service- April 2016	\$73.17
34621	278	RONDA CONRAD	4/11/16	Internal Control Seminar registrations: P. Stringfellow, R. Gilmore	\$80.00
34622	279	SVT, LLC	4/11/16	Meeting room supplies	\$14.36
34623	280	TEAM SOFTWARE SOLUTION	4/11/16	Public Web Browser Annual Renewal	\$125.00
34624	281	TERRENCE LYNCH	4/11/16	Program presenter	\$275.00
34625	282	THE LIBRARY CORPORATION	4/11/16	TLCU Conference registrations: B. Amalong, M. Molenaar, L. Poortenga, D. Kristoff	\$796.00
34626	283	TRUGREEN PROCESSING CE	4/11/16	Wh: Ornamental Bed Weed Control	\$311.00
34627	284	VISION SERVICE PLAN	4/11/16	Vision Ins. Premiums- April 2016	\$238.60
34628	285	WALL STREET JOURNAL	4/11/16	Wh: Newspaper subscription Acct# 051496878420	\$455.00
34629	286	WAL-MART COMMUNITY/RFC	4/11/16	Children's Easter program supplies, wipes, coffee pot, cleaning supplies, DVDs, meeting room supplies, 3rd Thursday program supplies, Anime Club supplies	\$381.25
0	287	ALLIANCE BANK	4/11/16	Direct Deposit Fees - March 2016	\$37.10
34630	288	BETTER CONTAINERS MFG. C	4/11/16	Love My Library bags	\$130.90
34631	289	CENTURYLINK	4/11/16	Rens: Local phone & fax service April 2016	\$189.93
34632	290	CENTURYLINK	4/11/16	Long distance phone service- March 2016	\$16.24
34633	291	HP Products	4/11/16	Toilet paper dispensers, glass cleaner, toilet bowl cleaner, neutral cleaner	\$303.36
34634	292	INDIANA HISTORICAL BUREA	4/11/16	Bicentennial Flags- 3	\$77.98
34635	293	KAPCO	4/11/16	Polyester corners, polyester repair tape, magazine reinforcements, polyester wings, acid free glue, poly covers	\$360.58
34636	294	KONE, INC.	4/11/16	Dem: Quarterly Elevator Maintenance Agreement- 4/1-6/30/16	\$417.33
34637	295	NIPSCO	4/11/16	DeM & Wh: Gas & electric service	\$5,035.04
34638	296	PENWORTHY COMPANY	4/11/16	Books	\$790.54
34639	297	PRECISION CONTROL SYSTE	4/11/16	Rens: meeting room pipe leak, valve on VAV box leaking, removed hydraulic actuator & valve, piped in new valve, installed new linkage kit, reused extension kit, installed new hydraulic actuator, cut new ceiling tile; DeM: adult area VAV#8 leak, control valve & hydraulic actuator leaking, drained piping, removed parts & unwired, replace control valve, linkage, extension kit, & hydraulic actuator, replaced ceiling tiles	\$2,076.33
34640	298	RACHAEL CAVINDER	4/11/16	Mileage 1/11-4/4/16: Preschool Visits, Management Meeting, AV Shopping	\$64.80
34641	299	ROEING CORPORATION	4/11/16	Tech Maintenance Support - 2nd Installment 2016	\$7,500.00
0	300	SAGE PAYMENT SOLUTIONS	4/11/16	Merchant Processing Fees- March 2016, (automatic withdrawal on 4/4/16)	\$23.85
34642	301	SCHOLASTIC LIBRARY PUBLI	4/11/16	Books	\$1,201.65
34643	302	THREE TREE INVESTMENTS L	4/11/16	Wh: repair roof	\$190.00
34644	303	UNIQUE MANAGEMENT SERVI	4/11/16	Collections: Initial/Secondary Placements- March 2016	\$152.15

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$141,758.29

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, April 11, 2016

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$141,758.29

Date this 11th day of April, 2016.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

May

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, May 9, 2016, 6pm
Rensselaer Public Library**

Executive Session: To discuss an employee job performance evaluation
(IC 5-14-1.5-6.1).

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of April Board Meeting
Bills/Financial Reports
Policy Review
Conference Request

General Business

Water/Sewer Service, DeMotte Library (R 25)
Director Salary 2017 (R 25)

Action
Action

Director's Report (R 25-R 30)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

April 11, 2016
DeMotte Library

Present: Timothy Schultz, Janet Umlauf, Janelle Harper, Deana George, Mark Heinig, Jody Melton, Natalie Waling, Patricia Stringfellow, Rayann Gilmore, Debbie Kristoff, Rachel Wilkinson, Mark Nuttall

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the March Board Meeting Minutes, bills, financial reports, Personnel Policy revisions, Advance Tax Draw, and Salary Ordinance Update were approved as presented on a motion by M. Heinig, and seconded by D. George. Motion passed.

Eagle Scout Project Update: In September 2014 Eagle Scout, Mark Nuttall, from Boy Scout Troop 167 proposed to the Board a landscaping project at the DeMotte Library as his Eagle Scout Project. The Board accepted his proposal and the work is now complete. Mark presented the Board with a thank you letter for allowing him to do this project. The Board thanked Mark for all of his hard work and explained that the area is already being utilized by patrons.

Building Insurance: We bid out our building insurance every three years. In February specifications were sent to three agents in our Service District. The specifications detailed our current building insurance coverage, inviting a bid that was due on March 18. We received five bids from two agents. One agent did not provide a bid. Our current premium cost is \$24,780. P. Stringfellow explained that after many hours reviewing these bids and having met with each agent who supplied a bid, about their bid(s) and coverage details, we have narrowed it down to two. We are called to select the bid that is most advantageous for the library. Cost, quality, and depth of coverage are all important considerations. The lowest bid was presented by MW Insurance Agency from Pekin Insurance with a total premium cost of \$18,945. This bid contains a property limit that exceeds our Specs and covers 100% of our property values, Employee Benefits Liability coverage that exceeds our Specs, and Data Compromise coverage that exceeds our Specs. With this bid the Business Personal Property is not included in the blanket. There are other areas where the bid does not meet our Specs: Employee Theft, Back-Up Sewer/Drain, Personal Property Off Premises, Accounts Receivable, Valuable Papers & Records, and Pollutant Clean Up. The second option for consideration came from our current agent, Consolidated, Inc. and our current carrier EMC/Downey. The premium cost for this bid is \$21,060. This bid contains a property limit that meets our Specs and covers 90% of our property values. With this bid Business Personal Property is included in the blanket. Workers Comp also exceeded Specs. Total coverage in this bid most closely matches our Specs. EMC/Downey was our carrier at the time of our flood event. They were wonderful to work with and did not raise their premium in the year following the flood. Their premium actually went down slightly. In consideration of our library budget, we can afford both of these options. Additionally our building insurance premium costs will be going down with both of these options. We interviewed each agent. Both agents think their package is appropriate coverage for the library. During the discussion, it was remarked that with EMC/Downey we know what we have, so we know what we are getting. We couldn't have asked for better treatment, when we had our flood event. Since insurance is supposed to get you back up and running as quickly as possible after an event, having experience with a company is huge. J. Umlauf moved, seconded by M. Heinig to accept the bid from EMC/Downey insurance. 6 aye votes and 1 nay vote were cast. Motion passed.

Annual Impacts – Report of DeMotte Branch Librarian and Youth Services Librarian: D. Kristoff complimented the DeMotte Library staff, saying they are a great team who enable the library to impact the community with their smiles, good attitudes, new ideas, caring spirits, hard work, and commitment. The DeMotte Library has impacted the local community in many ways including with their Spring Festival held annually in April. This year the festival included mini-golf put together by Karla and a Friends sponsored author visit. A patron enjoyed this festival so much that she used a picture taken at the festival for her Christmas card this year! Debbie passed out

'little surprises' one morning to parents waiting in line to drop their children off for school. The surprise included a note from the Library wishing them a wonderful day and a small hand held game to play in the car while waiting. There was record breaking attendance of 99 people for the Jim Bulanda music program featuring the music of Frank Sinatra, Dean Martin, Tony Bennett, and others. Patrons were excited about the free concert and requested more programs of this nature in the future. The Chicago World's Fair program was also a success. Several participants brought their own family treasures from the fair to share with others. Historian, Glory-June Greiff shared her research about the world's fair and film historian, Eric Grayson shared his original 16mm film from the fair. This year using a monetary donation from the Friends of the Library, seven custom framed 16"x20" canvases of historical pictures from the Indiana Room were purchased. These canvases are hanging in the public area of the library. We have received comments from patrons complimenting us on the nice landscaping, stepping stones, and updates to the interior of the building.

R. Wilkinson explained that the First Friday program has been changed to the Magnificent Monday program. This is essentially the same program but is being offered on a different day due to scheduling conflicts that arose. This change has accommodated our regular patrons and has also brought in two new patrons! This program has had a positive impact on patrons who aren't always able to participate in other activities. This year participants were able to socialize, hear stories, and make things with their hands as we celebrated New Years, Valentine's Day, St. Patrick's Day, and National Walk Around Things Day. Since September, two teens have been volunteering their time helping with bulletin boards and displays. Both were tired of being bored and not doing anything productive, so they asked if there was anything that they could help with at the Library. They have both mentioned that helping and being creative with the boards and displays gives them a sense of purpose and a huge sense of accomplishment. One of them is also planning to help with the upcoming Spring Festival. Another teen has been visiting quite often lately and has asked "Why can't I get a job here?" He was told that he was too young to get a job at the Library but he could volunteer if he wanted to. He was so excited that he went to get the form right away, filled it out, and even brought it back the next day after getting his mom to sign it. This shows that the Library is having a very positive effect on his life and giving him the opportunity to be a positive member of the community! The Homeschool Happenings program was started in September. This program is about both learning and fun. We have learned about architecture and therapy dogs and celebrated Youth Art Month, learning about artist Jackson Pollock and creating marble art! After one of the programs, a mom posted a thank you on Facebook for a really fun afternoon.

DeMotte Library – East Parking Lot: We lease a portion of Kankakee Valley School Corporation (KVSC) property located just east of our DeMotte Library property. This area is paved and used for parking. Our lease agreement with KVSC will terminate on May 31, 2016. The Board determined last year that they wish to renegotiate this lease. Library attorney, Ed Dumas, assisted with this matter. KVSC Board has agreed to a 15-year extension of the Lease rights on the parking lot for DeMotte Elementary School. The previous term was for 25-years. T. Schultz moved, seconded by J. Umlauf to execute this Real Estate Lease with KVSC. Motion passed.

Milroy Artifacts Request: Brian K. Williamson, Technical Director for the Fort Wayne Museum of Art, contacted P. Stringfellow in February, explaining that he was curating a show of paintings of Indiana Civil War Generals for later this year. His exhibit, The Alexander Lawrie Indiana Civil War Generals Portrait Show will include approximately 50 of Lawrie's paintings and artifacts associated with the generals featured in the show. The exhibit will include a portrait of General Robert Huston Milroy. Brian asked if we had any military artifacts of General Milroy that might possibly be included in the exhibit. Emily Duran, Rensselaer Genealogy Specialist and P. Stringfellow spoke via conference call with Brian and explained our collection. After considering our collection, Brian has officially requested to borrow the following items for inclusion in the Lawrie Portrait Show- Milroy's pistol with his name carved on the grips, his cavalry saber, his fancy spurs, his uniform with sash & belt, his MOLLUS medal, his National Association of Veterans of the Mexican War silver medal, and one of his presentation swords. Brian has advised that they will pick up the loans and then return them after the show in a

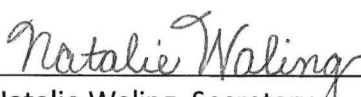
museum vehicle. They would bring proper packing materials and pack them upon arrival. They have standard loan forms, and the items would be fully insured under their fine arts policy using the values we put on the loan forms. The Library also carries insurance on our Milroy collection, when it is inside and/or outside the library. Everything borrowed would be securely exhibited in cases behind Plexiglas. The show will be in their largest gallery and will open June 5 and close August 21, 2016. Brian states "Everything would be handled professionally and with the utmost of care that unique artifacts deserve. We have security guards on site whenever the building is open. We can provide a facilities report and insurance carrier information if you would like. We will produce descriptive signage crediting your institution with the loan. We can arrange a specific pick up date later, but I would think about mid-May would work. We would need a bit of time to fabricate any possible exhibition furniture for your specific artifacts if needed. The return would probably be about early September." This exhibit is an official Indiana Bicentennial Commission event. P. Stringfellow recommended that the board approve Fort Wayne Museum of Art borrowing requested Milroy items for their exhibit. M. Heinig moved, seconded by N. Waling to loan the requested Milroy artifacts. Motion passed.

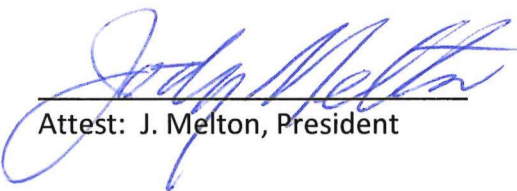
Director Review: P. Stringfellow passed out packets to each Board member containing her self evaluation and an evaluation form for the Board member to complete. The evaluation forms should be completed and mailed to the chairperson, N. Waling, by April 25. The committee will meet and prepare a written evaluation before the May meeting. At the May meeting the evaluation will be discussed by the whole Board and then presented to P. Stringfellow in an executive session. D. George and J. Harper also serve on this committee.

Director's Report: National Library Week is being celebrated this week. New services have been launched: Digitized Yearbooks and VHS/DVD converter equipment available for patron use. The Rensselaer Republican interviewed P. Stringfellow, Sheila Maxwell, and Melissa Widner for their Progress Edition about Technology. We focused on how technology has changed the library in the past 20 years and how we meet community need with technology.

Items for Future Agendas: Water Service to newly acquired property in DeMotte

Adjournment: With no further matters for discussion J. Umlauf moved to adjourn the meeting at 7:05 PM, seconded by D. George


Natalie Waling, Secretary


Attest: J. Melton, President

CIRCULATION BY HOLDINGS CODE

April 2016

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	25	1	1	27
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWNFIC)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	40	5	1	46
Blu-Ray (DBR)	168	0	1	169
Books on CD (DBKCD)	173	8	5	186
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	140	2	4	146
Digital Audiobooks (DDA)	12	1	1	14
DVD (DDVD)	1238	26	12	1276
Equipment (DEQP)	51	0	0	51
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	27	0	0	27
Fiction (DFIC)	654	27	10	691
Fiction Fantasy (DFICF)	12	0	2	14
Fiction Mystery (DFICM)	83	7	0	90
Fiction New (DFICNEW)	335	9	17	361
Fiction Science Fiction (DFICSF)	12	1	0	13
Fiction Western (DFICW)	7	0	0	7
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	74	0	0	74
Hanging Bags (DHANG)	5	1	0	6
ILL (DILL)	44	2	5	51
Internet (DINTER)	754	0	0	754
Juv. Audio book (DJAUDB)	11	0	0	11
Juv. Biography (DJBIO)	33	1	0	34
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	38	0	0	38
Juvenile Easy (DJE)	695	12	4	711
Juv. Easy Non-fiction (DJENF)	43	1	2	46
Juv. Easy Reader (DJER)	372	1	0	373
Juv. Fiction (DJFIC)	499	21	19	539
Juv. Holiday books (DJHOL)	16	0	0	16
Juv. Magazine (DJMAG)	33	6	0	39
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	313	16	4	333
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	5	0	0	5
Juv. Toddler (DJTOD)	98	1	0	99

Large Print Fiction (DLPF)	126	9	0	135
Large Print Nonfic (DLPNF)	41	1	0	42
Magazine (DMAG)	543	2	0	545
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	9	1	0	10
Nonfiction 100 (DNF100)	11	0	0	11
Nonfiction 200 (DNF200)	8	3	1	12
Nonfiction 300 (DNF300)	28	8	1	37
Nonfiction 400 (DNF400)	3	0	0	3
Nonfiction 500 (DNF500)	43	2	1	46
Nonfiction 600 (DNF600)	168	2	2	172
Nonfiction 700 (DNF700)	54	2	0	56
Nonfiction 800 (DNF800)	4	0	0	4
Nonfiction 900 (DNF900)	50	1	1	52
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	57	2	3	62
Nonfiction (DNFIC)	1	0	0	1
Nonfiction New (DNFNEW)	95	1	7	103
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	1	0	0	1
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	3	0	0	3
Software (DSWAR)	3	0	0	3
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	8	1	0	9
YA Biography (DYAB)	3	2	0	5
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	98	9	3	110
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	19	0	0	19
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	5	0	0	5
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	40	2	44
Blu-Ray (RBR)	0	302	1	303
Books on CD (RBKCD)	3	106	4	113
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	5	223	3	231
Digital Audiobooks (RDA)	3	38	1	42
DVD (RDVD)	25	2372	40	2437
Equipment (REQP)	0	4	0	4
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	24	0	24
Fiction (RFIC)	32	509	6	547
Fiction New (RFICNEW)	7	328	9	344

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	1	0	1
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	4	191	3	198
Hanging Bag (RHANG)	0	2	0	2
ILL (RILL)	2	77	1	80
Internet (RINTER)	0	1221	0	1221
Juv. Audio book (RJAUDB)	1	22	1	24
Juv. Biography (RJBIO)	13	21	1	35
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	30	0	30
Juvenile Easy (RJE)	10	463	11	484
Juv. Easy Non-fiction (RJENF)	4	64	3	71
Juv. Easy Reader (RJER)	3	385	0	388
Juv. Fiction (RJFIC)	9	615	5	629
Juv. Magazine (RJMAG)	0	20	0	20
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	8	354	10	372
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	1	0	1
Juv. Toddler (RJTOD)	1	122	0	123
Large Print Fiction (RLPF)	27	230	1	258
Large Print Nonfic (RLPNF)	1	13	0	14
Magazine (RMAG)	0	307	0	307
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	3	2	0	5
Non-Fiction 100 (RNF100)	2	8	3	13
Non-Fiction 200 (RNF200)	3	16	1	20
Non-Fiction 300 (RNF300)	2	38	3	43
Non-Fiction 400 (RNF400)	0	4	1	5
Non-Fiction 500 (RNF500)	1	9	1	11
Non-Fiction 600 (RNF600)	14	141	4	159
Non-Fiction 700 (RNF700)	4	63	2	69
Non-Fiction 800 (RNF800)	0	7	0	7
Non-Fiction 900 (RNF900)	3	42	3	48
Nonfiction Blu-Ray (RNFBR)	0	8	0	8
Nonfiction DVD (RNFDVD)	1	137	2	140
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	19	143	9	171
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	1	0	1
Professional Coll. (RPRO)	0	2	0	2
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	21	0	21
Software (RSWAR)	0	9	0	9
Vertical File (RVF)	0	3	0	3
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	1	8	0	9
YA Biography (RYAB)	0	0	2	2

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	10	146	8	164
YA Music CD (RYACD)	4	40	2	46
YA Nonfiction (RYANF)	0	15	0	15
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	3	0	6	9
Blu-Ray (WBR)	1	2	143	146
Books on CD (WBKCD)	26	16	181	223
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	8	13	123	144
Digital Audiobooks (WDA)	1	0	21	22
DVD (WDVD)	11	28	1574	1613
Equipment (WEQP)	0	0	51	51
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	17	17
Fiction (WFIC)	25	46	268	339
Fiction Fantasy (WFICF)	0	1	13	14
Fiction Mystery (WFICM)	3	1	46	50
Fiction New (WFICNEW)	20	6	222	248
Fiction Science Fiction (WFICSF)	0	1	3	4
Fiction Western (WFICW)	0	0	6	6
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	1	17	18
Hanging Bags (WHANG)	1	0	6	7
ILL (WILL)	1	3	45	49
Internet (WINTER)	0	0	454	454
Juv. Audio book (WJAUDB)	3	0	11	14
Juv. Biography (WJBIO)	1	3	3	7
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	1	0	12	13
Juvenile Easy (WJE)	23	14	233	270
Juv. Easy Non-fiction (WJENF)	1	6	26	33
Juv. Easy Reader (WJER)	2	0	172	174
Juv. Fiction (WJFIC)	25	20	262	307
Juv. Magazine (WJMAG)	0	0	10	10
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	21	11	118	150
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	2	2
Juv. Toddler (WJTOD)	0	0	93	93
Large Print Fiction (WLPF)	14	7	101	122
Large Print Nonfic (WLPNF)	0	0	6	6
Magazine (WMAG)	4	0	305	309
Non-Fiction 000 (WNF000)	0	2	2	4
Non-Fiction 100 (WNF100)	0	1	6	7
Non-Fiction 200 (WNF200)	1	1	6	8
Non-Fiction 300 (WNF300)	1	3	6	10
Non-Fiction 400 (WNF400)	0	0	1	1

Non-Fiction 500 (WNF500)	0	1	6	7
Non-Fiction 600 (WNF600)	15	7	71	93
Non-Fiction 700 (WNF700)	1	0	17	18
Non-Fiction 800 (WNF800)	4	0	7	11
Non-Fiction 900 (WNF900)	2	1	31	34
Nonfiction Blu-Ray (WNFBR)	0	0	1	1
Nonfiction DVD (WNFDVD)	0	5	133	138
Nonfiction (WNFIC)	0	0	1	1
Nonfiction New (WNFNEW)	9	2	54	65
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	1	1
Software (WSWAR)	0	0	3	3
Vertical File (WVF)	0	0	0	0
VHS (WVHS)	0	0	0	0
YA Audio book (WYAUDB)	0	0	1	1
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	0	5	5
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	10	7	160	177
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	0	14	15
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	7857	9352	5326	22535

CIRCULATION BY HOLDINGS CODE
April 2016

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	25	1	1	27
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	45	45	9	99
Blu-Ray (BR)	169	312	146	627
Books on CD (BKCD)	202	130	190	522
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	153	238	130	521
Digital Audiobooks (DA)	16	39	23	78
DVD (DVD)	1274	2426	1626	5326
Equipment (EQP)	51	4	51	106
See librarian (ERR)	0	0	0	0

Express Book (EXP)	27	24	17	68
Fiction (FIC)	711	582	284	1577
Fiction Fantasy (FICF)	12	1	15	28
Fiction Mystery (FICM)	86	8	46	140
Fiction New (FICNEW)	362	343	248	953
Fiction Science Fiction (FICSF)	12	2	3	17
Fiction Western (FICW)	7	0	6	13
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	1	0	1
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	78	192	20	290
Hanging Bags (HANG)	6	3	6	15
ILL (ILL)	47	82	51	180
Internet (INTR)	754	1221	454	2429
Juv. Audio book (JAUDB)	15	22	12	49
Juv. Biography (JBIO)	47	25	4	76
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	39	30	12	81
Juvenile Easy (JE)	728	489	248	1465
Juv. Easy Non-Fiction (JENF)	48	71	31	150
Juv. Easy Reader (JER)	377	386	172	935
Juv. Fiction (JFIC)	533	656	286	1475
Juv. Holiday (JHOL)	16	0	0	16
Juv. Magazine (JMAG)	33	26	10	69
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	342	381	132	855
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	5	1	2	8
Juv. Toddler (JTOD)	99	123	93	315
Large Print Fiction (LPF)	167	246	102	515
Large Print Nonfic (LPNF)	42	14	6	62
Magazine (MAG)	547	309	305	1161
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	12	5	2	19
Non-Fiction 100 (NF100)	13	9	9	31
Non-Fiction 200 (NF200)	12	20	8	40
Non-Fiction 300 (NF300)	31	49	10	90
Non-Fiction 400 (NF400)	3	4	2	9
Non-Fiction 500 (NF500)	44	12	8	64
Non-Fiction 600 (NF600)	197	150	77	424
Non-Fiction 700 (NF700)	59	65	19	143
Non-Fiction 800 (NF800)	8	7	7	22
Non-Fiction 900 (NF900)	55	44	35	134
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	58	144	138	340
Nonfiction (NFIC)	1	0	1	2
Nonfiction New (NFNEW)	123	146	70	339
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	1	1	0	2
Professional Coll. (PROF)	0	2	0	2
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0

Reference (REF)	59	89	53	201
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	3	21	1	25
Software (SWAR)	3	9	3	15
Vertical File (VF)	0	3	0	3
VHS	0	0	0	0
YA Audio book (YAUDB)	9	9	1	19
YA Biography (YAB)	3	2	2	7
YA Books on CD (YABKCD)	0	0	5	5
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	118	162	171	451
YA Music CD (YACD)	4	40	2	46
YA Nonfiction (YANF)	20	15	14	49
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	5	0	0	5
				0
Free reads	436	158	56	650
Games/Puzzles	0	86	0	86
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8352	9685	5435	23472

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1825	1364	777	3966
Nonfiction	755	765	368	1888
CHILDREN'S BOOKS				
Fiction	1762	1655	800	4217
Nonfiction	458	478	169	1105
YA BOOKS				
Fiction	196	354	191	741
Nonfiction	23	17	16	56
Magazines, Adult	547	310	305	1162
Magazines, Children	33	26	10	69
Sound Recordings, adult	380	416	349	1145
Sound Recordings, ch	64	95	32	191
Online databases	0	0	0	0
Software	3	9	3	15
Vertical file	0	3	0	3
VHS/DVD/Blu-Ray	1501	2882	1910	6293
Equipment	51	4	51	106
Total	7598	8378	4981	20957
A-V Circulation	1948	3402	2294	7644
A-V Circulation as % of total	25.6%	40.6%	46.1%	36.5%

April 2016

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	Circu- lation	Added Vols.	Withdrew Vols.	Circu- lation	Added Vols.	Withdrew Vols.	Circu- lation	Total Circ.
XX										
ADULT BOOKS										
Fiction	125	150	1,825	160	9	1,364	159	1	777	3,966
Nonfiction	44	306	755	172	354	765	83	218	368	1,888
CHILDREN'S BKS										
Fiction	29	4	1,762	21	1	1,655	34	0	800	4,217
Nonfiction	20	3	458	12	10	478	4	0	169	1,105
YA BOOKS										
Fiction	9	2	196	20	1	354	25	0	191	741
Nonfiction	0	0	23	0	46	17	0	0	16	56
Magazines,Adult			547			310			305	1,162
Magazines, Child			33			26			10	69
Games, Toys										0
Sound Rec/Adult	26	5	380	17	237	416	22	3	349	1,145
Sound Rec/Child	9	1	64	6	2	95	12	3	32	191
Online Databases	0	0	0	0	0	0	0	0	0	0
Software	0	0	3	0	0	9	0	0	3	15
Vertical Files	0	0	0	0	0	3	0	0	0	3
VHS/DVD/BluRay	113	2	1,501	125	75	2,882	86	0	1,910	6,293
Equipment			51			4			51	106
TOTAL	375	473	7,598	533	735	8,378	425	225	4,981	20,957
XX										
END OF MONTH:			DEMOTTE	RENSSELAER			WHEATFIELD			
Total Materials Owned			77,414	75,120			58,053			
Circulation Increase/Decrease			-1.0%	-14.3%			-15.3%			
XXXXXXXXXXXX XX XXXXXXXXXXXXX										
MONTHLY SYSTEM STATISTICS			2015	2016			% change			
Current month's Circulation			23,334	20,957			-10.2%			
Jan. to date circulation			91,627	85,165			-7.1%			

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
21,443	21,418	14,885	15,036	16,322	16,480 Fiction
19,429	19,167	20,914	20,732	9,326	9,191 Nonfiction
					CHILDREN'S BKS
15,592	15,617	14,119	14,139	12,270	12,304 Fiction
8,399	8,416	6,736	6,738	6,315	6,319 Nonfiction
					YA BOOKS
2,251	2,258	3,198	3,217	2,850	2,875 Fiction
518	518	585	539	158	158 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
3,831	3,852	4,495	4,275	4,296	4,315 Sound Rec/Adult
643	651	587	591	917	926 Sound Rec/Child
18	18	29	29	7	7 Online Databases
209	209	170	170	-11	-11 Software
-60	-60			4	4 Vertical Files
5,121	5,232	9,442	9,492	5,342	5,428 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
77,512	77,414	75,322	75,120	57,853	58,053 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

April 2016

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	131	28	330	72	277	60	738	160
LOCAL HISTORY								
In person	1	0	8	2	0	0	9	3
Letters written	2	2	6	6	0	0	8	8
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	754	31	1221	51	454	19	2429	101
Internet use-Wireless	2520		3000		1050		6570	
Computer software used	132	11	90	8	84	7	306	26
VCR Use	0	0	0	0	2	0	2	0
Microforms	10	1	0	0	0	0	10	1
CD ROM/Online databases	326	27	157	13	88	7	571	48
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	4	1	8	3	8	3	20	7
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	3		2		0		5	
Outreach activities	48	48	1	1	0	0	49	33
Notarized documents	10	3	12	3	7	2	29	7
Meeting Room Use (no. of group)	47	16	59	20	31	10	137	46
Study room use	23	2	61	5	65	5	149	12
Proctoring	0	0	1	1	0	0	1	1
Tax Forms distributed	1622	16	1605	16	833	8	4060	41
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							1456	
IN-HOUSE USE ITEMS	67		401		121		589	
SELF-CHECKOUT USE	223		877		302		1402	
INTERLIBRARY LOANS								
Requests made for:	63	16	102	26	53	13	218	55
Items rec'd for:	59	30	89	45	53	27	201	101
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	7669	10517	4883	23069
Non-resident, paying	1	0	0	1
PLAC card users	0	2	0	2
Reciprocal borrowers	301	468	131	900
Number of New Patrons Added	35	28	30	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	3	18	2	12	0	0	5	30
Children's Programs (0-13)	12	72	18	108	12	72	42	252
Number attending	202		234		409		845	
YA Programs (14-17)	1	6	1	6	1	6	3	18
Number attending	25		15		8		48	
Adult Programs	3	18	5	30	4	24	12	72
Number attending	144		117		88		349	
Senior Citizen Programs	10	60	5	30	4	24	19	114
Number attending	100		42		17		159	
Total Number of Programs	29	174	31	186	21	126	81	486
Total Persons Attending	471		408		522		1401	
Total Attending Same Month Last Yr.	349		282		262		893	
Total Staff Hours Spent		406		455		288	1149	1133
Total Number of In-House Program	24		27		17		68	
Total Attendance	384		228		288		900	
Total Number of Outreach Program	5		4		4		13	
Total Attendance	87		180		234		501	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5664	75.1%	5658	67.6%	3040	61.7%	14362	68.9%
Corporate	0	0.0%	25	0.3%	0	0.0%	25	0.1%
Juvenile 0-11	42	0.6%	279	3.3%	25	0.5%	346	1.7%
Juvenile-AV	725	9.6%	1043	12.5%	803	16.3%	2571	12.3%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	208	2.8%	295	3.5%	133	2.7%	636	3.1%
Reciprocal Juvenile	63	0.8%	0	0.0%	0	0.0%	63	0.3%
Reciprocal Juvenile AV	8	0.1%	48	0.6%	0	0.0%	56	0.3%
Reciprocal YA	1	0.0%	2	0.0%	0	0.0%	3	0.0%
Reciprocal YA AV	0	0.0%	1	0.0%	0	0.0%	1	0.0%
School	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School AV	0	0.0%	6	0.1%	0	0.0%	6	0.0%
St. Joseph College	0	0.0%	31	0.4%	0	0.0%	31	0.1%
Staff	603	8.0%	580	6.9%	597	12.1%	1780	8.5%
Walking books	69	0.9%	120	1.4%	22	0.4%	211	1.0%
YA 12-17	20	0.3%	58	0.7%	12	0.2%	90	3.2%
YA-AV	136	1.8%	229	2.7%	296	6.0%	661	3.2%
Total	7539		8375		4928		20842	
All items borrowed by nonresidents	280	3.7%	383	4.6%	133	2.7%	796	3.8%

FAX MACHINE POLICY

Jasper County Public Library

The library-owned fax machine will be used by staff when they need to send documents quickly. It will also be used when a patron from one branch needs information available at another branch and does not wish to wait for it to be sent by transport. Staff and Board members will be charged 15 cents per page for personal use of the library-owned fax machine.

LIBRARY MATERIALS FAXED BETWEEN LIBRARIES FOR PATRONS

There will be no charge for the first five pages of library materials faxed for a patron. If more than five pages are needed, the charge is 15 cents per page for the additional pages.

PATRON REQUESTS TO USE FAX SERVICE:

Library materials faxed to patrons' homes or businesses

JCPL patrons in good standing will be charged 15 cents per page to receive library materials by FAX. No flat fee will be charged.

Non-library materials faxed at patron request

Patrons may fax non-library materials for a fee via self-service Fax 24 Scan kiosks located in each library. The Library does not fax non-library materials for patrons.

10/94; reviewed 7/12; revised 7/14; revised 5/16

FMLA/MILITARY LEAVE POLICY

LEAVES OF ABSENCE

Employees may not engage in other work while on leave (other than military or vacation leave), nor may they take part in non-work-related activities that are inconsistent with their qualifying reasons for any type of medical and/or FMLA or personal leave. Employees abusing leave may lose their entitlement to leave and will also be subject to discipline up to and including discharge.

A. Personal Leave Of Absence

At its discretion the Library may grant an unpaid personal leave of absence upon an employee's written request to the Director after the employee has used all earned vacation. A request for a leave of absence must clearly state the reason for the leave and the amount of time requested. Requests will be granted only for **urgent** and **exceptional** circumstances, and when the leave is appropriate based on Library workload, staffing, and other factors affecting feasibility of the leave. Personal leave cannot be used to extend an FMLA or a medical leave of absence. Personal leaves of absence will be granted in one-week increments and will not typically exceed 4 weeks during a rolling 12-month period. A "rolling" 12-month period is measured backward for each employee from the date he uses personal leave. **Note:** At its discretion, the Library may grant unpaid days off for part-time employees.

At the Library's discretion, upon written request to the Director made at least three working days before the expiration of the initial approved personal leave, a personal leave may be extended, but not beyond 6 weeks in a rolling 12-month period.

At the conclusion of a personal leave of absence, you will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, but the Library may reassign you based on its then current business and personnel needs. Failure to return to work at the end of a personal leave or the unavailability of a position caused by the elimination of your position or a layoff will result in the administrative termination of your employment.

B. Medical Leave Of Absence For Non-FMLA-Eligible Employees

If you are unable to work because of illness or injury (work-related or non-work-related) of more than five consecutive work days, you will be placed on a leave of absence. Absences due to illness or injury of five consecutive work days or less will be addressed under the attendance and paid time off policies.

For employees who have been employed continuously for 12 continuous weeks to one year, or are regularly scheduled to work fewer than 1,250 hours annually and, thus, typically are not FMLA eligible, medical leave may be renewed for successive periods up to a maximum of 4 weeks during a "rolling" 12-month period. This leave must be used in full-day increments. A "rolling" 12-month period is measured backward for each employee from the date the employee uses medical leave.

For employees employed fewer than 12 continuous weeks, medical leave will be granted only in the following circumstances:

(1) The employee is a qualified individual with a disability and granting a reasonable extended leave would be an accommodation that would not cause the Library undue hardship.

(2) The employee will be granted up to six weeks of medical leave for maternity purposes.

(3) The employee will be granted one period of medical leave for an absence of between six and ten consecutive work days. Any medical leave granted during the first 12 weeks of employment will be treated as part of the 4 weeks of medical leave available to employees during their first year of employment.

Medical Documentation

To be granted a medical leave, you must provide Human Resources appropriate medical documentation confirming that you are medically unable to work and estimating the length of the absence. You may be (a) asked the status of any medical condition, (b) required to provide medical evidence from your health care provider or from a health care provider of the Library's choice concerning any medical condition, (c) denied a request for medical leave or a request for renewal if it determines, from the medical evidence, that you are able to perform your work, and (d) placed or continued on medical leave if the Library determines, from the medical evidence, that you are not able to perform the essential functions of your job with or without reasonable accommodation. If you are granted a medical leave, you must use all available paid time off concurrently with the leave.

Expiration Of Leave

You must notify Human Resources at least five working days prior to the expiration of a medical leave whether you will return to work or whether you need a renewed medical leave. In either case, you must provide documentation from your health care provider confirming your ability to return to work or the basis for the need for a renewed medical leave. Failure to provide at least five days' notice may cause a delay in your return to work.

Conclusion Of Leave

At the conclusion of a medical leave of 4 weeks or less, you will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. However, the Library may reassign or change your position based on its then current business and personnel needs, and the availability of any accommodation that would not cause undue hardship on its operation. If you return to work after a medical leave, you will resume employment on the same terms and conditions applicable to employees generally without having to satisfy any benefit plan waiting periods applicable to new employees. If you are not released to return to work and have exhausted all available leave time, your employment will be administratively terminated at that time.

C. Family And Medical Leave Policy

The Library provides leaves of absence to eligible employees for certain family and medical reasons. This policy is intended to comply with a federal law known as the Family and Medical Leave Act of 1993 ("FMLA"), as amended. In addition, the U.S. Department of Labor's FMLA Notice is posted in the workplace and attached at the end of this policy.

Note: This policy is not meant to address and cannot possibly address every potential situation that may implicate the FMLA. It does, however, set forth the procedures and requirements generally applicable to FMLA leave requests. In certain circumstances, the law requires the Library to designate absences as FMLA leave even when the employee does not request FMLA leave, and the Library will comply with its legal obligations in those and all other situations.

Eligibility

To be "eligible," an employee must have worked for the Library as of the date the requested leave is to begin:

for at least 12 months and

for at least 1,250 hours during the previous 12 months.

Reasons For Leave

FMLA leave may be requested for the following reasons:

Parenting Leave. This leave can be taken to care for a new son or daughter, including by birth or by adoption or foster care placement. An employee may take Parenting Leave only during the 12-month period that begins on the date of the birth, adoption, or placement, and this leave cannot be taken intermittently or on a reduced schedule;

Family Medical Leave. This leave can be taken by an employee to care for the "serious health condition" of the employee's spouse, son or daughter, or parent;

Employee Medical Leave. This leave can be taken for the employee's own "serious health condition" if the condition renders the employee unable to perform his job functions;

Military Family Exigency Leave. This leave can be taken by an employee because of a qualifying exigency arising from the fact that the employee's spouse, son or daughter, or parent is on or has been called to covered active duty in the U.S. Armed Forces. Qualifying exigencies include things such as making arrangements necessitated by short-term deployments, attending certain military events and related activities, assisting the Covered Military Member with alternative child care

arrangements when the active duty or call to active duty status necessitates a change in the existing arrangements, and assisting the Covered Military Member with certain financial and legal arrangements related to active duty or the call to active duty; or

Covered Servicemember Leave. An employee may take this leave to care for the employee's spouse, son or daughter, or parent who is a Covered Servicemember with a Serious Illness or Injury incurred or aggravated in the line of duty on active duty. Also, this leave may be taken by an employee who is the next of kin of a Covered Servicemember.

Duration of Leave

An eligible employee is entitled to a total of 12 work weeks of leave during a "rolling" 12-month period measured backward for each employee from the date he uses FMLA leave other than Covered Servicemember Leave.

For Covered Servicemember Leave, eligible employees are entitled to up to 26 workweeks of leave in a single 12-month period. For purposes of Covered Servicemember Leave only, the "single 12-month period" is the 12-month period measured forward from the first date of Covered Servicemember Leave.

When a husband and wife are both eligible employees of the Library, the husband and wife will be permitted to take only (1) a combined total of 12 weeks for Parenting Leave or (2) a combined total of 26 weeks in a single 12-month period for Covered Servicemember Leave.

Substitution of Paid Leave

Generally, FMLA leave is unpaid. However, if an employee (a) also has available paid time off and (b) the employee's leave request meets the requirements of that paid time off program, the employee will be required to use all available paid time off concurrent with FMLA leave. The Library will apply paid time off during FMLA leave in accordance with the following chart:

<u>TYPES OF PAID TIME OFF</u>	<u>APPLIED DURING</u>				
	<u>Parenting Leave</u>	<u>Family Medical Leave</u>	<u>Employee Medical Leave</u>	<u>Exigency Leave</u>	<u>Covered Service Member Leave</u>
(1) Sick Pay	Yes	Yes	Yes	No	Yes
(4) Vacation	Yes	Yes	Yes	Yes	Yes

Employees will not be required to use available paid time off when receiving worker's compensation benefits. However, where disability or workers' compensation benefits

provide replacement income that is less than the employee's full salary, employees may elect to use available paid time off to supplement such benefits with a written request to the Human Resources Department. FMLA will run concurrently with worker's compensation benefits, regardless of whether the employee supplements those benefits with available paid time off.

Intermittent or Reduced Schedule Leave

Under certain circumstances, an employee may take intermittent or reduced schedule leave in increments of no less than one-quarter hour. "Intermittent leave" generally means leave taken on an occasional basis for such reasons as medical treatments. "Reduced schedule leave" means a temporary, but regular, change in the employee's usual number of hours per day or hours per week.

An employee is not entitled to take leave intermittently or on a reduced schedule for Parenting Leave.

For Family Medical, Employee Medical, or Covered Servicemember Leave, the employee may take an intermittent or reduced schedule leave if it is medically necessary. An employee must provide certification that a medical need for leave exists and that the medical need can best be accommodated through an intermittent or reduced schedule leave. Military Family Exigency Leave may also be taken on an intermittent or reduced schedule basis.

Employees needing intermittent leave or a reduced schedule must make reasonable efforts to schedule their leave so as not to disrupt the Library's operations. In addition, if an employee requests intermittent or reduced schedule leave that is foreseeable based on planned medical treatment, the Library may require the employee to transfer temporarily to an available alternative position, with equivalent pay and benefits, for which the employee is qualified and which better accommodates intermittent or reduced schedule leaves.

Notification Requirements

An employee must request FMLA leave at least 30 days before the date FMLA leave is to begin by contacting Human Resources ~~requesting and completing a Request for Leave Form~~ (except in cases of medical emergency, unexpected changed circumstances, or where the need for leave is unforeseeable. In that case the employee must give notice as soon as practicable after the employee is aware that he needs to take FMLA leave). ~~Request for Leave Forms can be obtained from Human Resources.~~

If an employee requests Family Medical, Employee Medical, or Covered Servicemember Leave, the employee must submit a medical certification from the employee's or family member's health care provider within 15 days after the Library delivers the written request for medical certification for FMLA leave. The certification must also notify the Library of the reasons why the intermittent or reduced schedule leave is medically necessary and of the schedule for treatment if applicable. Employees requesting Military Family Exigency Leave must also submit certification of the qualifying exigency within 15 days after the Library's written request.

If an employee fails to give 30 days' notice for a foreseeable leave with no

reasonable excuse for the delay, the Library may deny FMLA leave until at least 30 days after the date the employee provides notice of the need for FMLA leave. After an employee submits a medical certification, the Library may require an employee to obtain a second opinion from a provider of the Library's choice and at its expense. In some cases, the Library may require, at the Library's expense, a third opinion from a provider selected jointly by the employee and the Library.

During FMLA leave, an employee may be required to report periodically on his status and intent to return to work.

Employees on a Family or Employee Medical Leave may also be required to submit to the Library medical recertifications periodically during the leave period subject to the same rules as the initial medical certification. Medical recertifications may also be required under certain specific circumstances, for example, (1) when an employee requests an extension for a leave, (2) when circumstances under an initial certification have significantly changed, (3) when there is information which casts doubt on the current medical certification, or (4) when an employee is unable to return to work after FMLA leave.

Upon the conclusion of an Employee Medical Leave, the employee must present to the Library certification from his health care provider that he is able to return to work. Unless and until an employee provides this fitness-for-duty certification, the employee will not be able to return to work.

Continuation of Benefits

As a general rule, FMLA leave is unpaid. The Library, however, will maintain an employee's coverage under the Library's group health plans on the same conditions during FMLA leave as if the employee had been employed continuously during the FMLA leave period. An employee may choose not to continue coverage. An employee who continues health coverage must continue to pay his share of the premiums during an FMLA leave period to maintain coverage. An employee's premium payment is due on the same schedule as premium payments are made under COBRA.

The Library's obligation to continue group health and group life coverage during FMLA leave will end if the employee's premium payment is more than 30 days late. Even if an employee does not continue health coverage during FMLA leave, the Library will restore regular coverage if the employee returns to work.

To continue or discontinue any AFLAC, PERF, and Deferred Comp Plan benefits, the employee must make arrangements with the Business Office prior to or immediately after going on leave.

Right to Job Restoration

Upon return from FMLA leave, employees will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

Certain salaried key employees (as defined by the FMLA) may be denied restoration if their reinstatement would cause substantial and grievous economic injury to the Library. If, during FMLA leave, a reduction or other event occurs that would have changed, or even eliminated, the employee's job had the employee not taken leave, the returning employee will have no greater rights than if the employee had been continuously employed during FMLA leave. The Library will determine whether an employee will be restored to the same position or to an equivalent position.

If an employee chooses not to return to work after FMLA leave expires, the Library may recover its share of health insurance premiums paid on the employee's behalf during the FMLA leave period. The Library will seek to recover those premiums unless the employee fails to return because of (1) the continuation, recurrence, or onset of a serious health condition (or serious illness or injury, with respect to Covered Servicemember Leaves) that would otherwise entitle the employee to FMLA leave or (2) other circumstances beyond the employee's control. If an employee fails to return to work because of the continuation, recurrence, or onset of a serious health condition (or serious illness or injury, as applicable), the employee must provide a medical certification of his serious health condition or serious illness/injury. The employee must provide the certification within 30 days from the date the Library requests it. If the employee does not provide the certification in a timely manner, the Library may recover its share of the health insurance premiums paid for the employee during the entire FMLA leave period.

At the exhaustion of FMLA leave time, if an employee is unable to return to work, employment will be administratively terminated unless (1) an evaluation of the employee's circumstances indicates that the employee is a qualified individual with a disability for whom a reasonable extension of leave would be an accommodation, and the Library can provide that accommodation without causing an undue hardship on its operation; or (2) the employee is eligible for additional sick days under the Library's policy; in that case, with proper medical certification, leave will be extended for up to the number of sick days available but not for parenting or exigency leave. However, if your leave is extended in this regard, you are not assured of returning to the same or equivalent job. Instead, upon your release to return to work, you will be returned to an available position for which you are qualified; if there is no available position for which you are qualified, your employment will be administratively terminated at that time.

Selected Definitions

"Parent" means a biological, adoptive, step or foster father or mother, or any other individual who stood in the place of the employee's parent when the employee was a Son or Daughter (see definition of "Son or Daughter" below). The term "Parent" does not typically include parents "in law" or "grandparents."

"Son or Daughter/Child" means a biological, adopted or foster child, a stepchild or legal ward of an employee, or a child for whom the employee stands in the place of a parent, who is either (1) under age 18 or (2) age 18 or older and incapable of self-care because of a mental or physical disability at the time that FML is to commence. (This definition does not apply to Covered Servicemember Leave or Military Family Exigency Leave.)

"Son or Daughter/Child of a Covered Servicemember" means a Covered Servicemember's biological, adopted or foster child, stepchild, legal ward, or a child for whom

the Covered Servicemember stood in the place of his parent, who is of any age. (This definition only applies to Covered Servicemember Leave.)

"Son or Daughter/Child on covered active duty" means (1) the employee's biological, adopted or foster child, stepchild, legal ward, or a child for whom the employee stood in the place of the parent when the child was under 18, (2) who is on or called to covered active duty, and (3) who is of any age. (This definition only applies to Military Family Exigency Leave.)

"Covered Active Duty" or "Call To Active Duty Status" means, in the case of a member of the regular Armed Forces, duty during deployment to a foreign country. In the case of a member of a reserve component of the Armed Forces, covered active duty means duty during deployment to a foreign country under a call or order to active duty in support of a contingency operation under qualifying provision of law.

"Covered Servicemember" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the military's temporary disability retired list for a serious illness or injury. Covered Servicemember also means a veteran who (1) is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and (2) was a member of the Armed Forces (including a member of the National Guard or Reserves) and was released or discharged, other than dishonorably, at any time during the 5-year period before the first date the eligible employee takes Covered Servicemember Leave.

"Serious Illness or Injury" with respect to a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness incurred or aggravated in the line of duty and on active duty that renders the Covered Servicemember unfit to perform the duties of his or her office, grade, rank or rating. With respect to a Covered Servicemember who is a veteran, Serious Illness or Injury means a qualifying illness or injury (as defined by the Secretary of Labor) that was incurred or aggravated in the line of duty on active duty in the Armed Forces and that manifested itself before or after the member became a veteran and is (1) a continuation of a serious injury or illness incurred or aggravated when the veteran was a member of the Armed Forces and rendered him unable to perform the duties of his office, grade, rank, or rating; (2) a physical or mental condition for which the veteran has a VA Service Related Disability Rating of 50% or greater; (3) a physical or mental condition that substantially impairs the veteran's ability to secure or hold gainful employment because of disability related to military service; or (4) an injury (including a psychological injury) for which the veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

"Outpatient Status" with respect to a Covered Servicemember who is a current member of the Armed Forces means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

***Special hours of service eligibility requirements apply to airline flight crew employees.**

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division



WHD Publication J-420 - Revised February 2013

D. Military Family Leave Policy

Indiana's Military Family Leave Act provides leave to eligible family members of individuals on active duty in the U.S. Armed Forces or the Indiana Army or Air National Guard. "Active duty" means full-time service on active duty orders for a period of at least 90 consecutive calendar days.

Eligibility

Eligible employees include the following relatives of the individual on active duty:

- spouse;
- biological or adoptive parent;
- court-appointed guardian or custodian;
- biological grandparent;
- sibling (by blood or adoption); or
- child (by blood or adoption).

To be eligible for Military Family Leave, an employee

- must have been employed by the Library for at least 12 months and
- must have worked at least 1,500 hours during the 12-month period immediately preceding the date that the leave is to begin.

Leave Entitlement

Eligible employees may take up to 10 days off work per year as Military Family Leave. Under this policy, a year is a "rolling" 12-month period measured backward for each employee from the date he uses Military Family Leave. Leave can be taken during:

- the 30 days before active duty orders are in effect;
- during a leave provided to the one on active duty while the active duty orders are in effect; and
- the 30 days after the termination of the active duty orders.

Notification Requirements

Employees must provide a written request for Military Family Leave to Human Resources and provide a copy of active duty orders, if available, before taking leave. This request must be made at least 30 days before the date the requested leave is to begin unless the active duty orders are issued fewer than 30 days prior to the date the requested leave is to begin.

Pay During Leave

Military Family Leave is unpaid, but employees may use vacation days during this leave upon request.

Continuation Of Benefits

The Library will maintain an employee's coverage under its Health and Life Plan on the same conditions during Military Family Leave as if the employee had been employed continuously during the leave period.

Job Restoration/No Retaliation

Upon return from this leave, employees will generally be restored to their position. No action will be taken against an employee because of the use of this leave. If, during the leave, a layoff or other event occurs that would have changed, or even eliminated, your job had you not taken leave, you will have no greater rights than if he had been continuously employed during the leave.

E. Military Leave

The Library will comply with all applicable laws regarding military leaves of absence. You may elect to use vacation during military service.

5/09; revised 7/10; revised 10/11; revised 3/13; revised 4/15; revised 5/16

Director's Report April 2016

Consent Agenda

You will be approving the minutes of the April board meeting, bills, and financial reports.

Policy Review: We don't have any policies scheduled for review in May, but I recommend that we revise the Fax Machine Policy since the board has approved our adding patron fax service via Fax 24 Scan. Please see R 10. Additionally, I recommend a revision to our FMLA/Military Leave Policy. Please see R 12. The edit is on page 170e under Notification Requirements. We have removed language about a form that we no longer use. Please note - the Board and Staff Ethics Policies will be revised this year. Those recommendations are tied to Internal Control guidelines that the board must adopt this year. Those guidelines are currently in draft form as I learn about required content and prepare something to bring to the board that meets legislative requirements. **If you approve the Consent Agenda, you approve revising the Fax Machine Policy and the FMLA/Military Leave Policy as presented.**

Conference Request: I am requesting permission to send Sheila Maxwell to the Internet Librarian Conference in Monterey, California in October. Monies have been budgeted for this conference and associated expenses. **If you approve the Consent Agenda, you approve sending Sheila Maxwell to the Internet Librarian Conference in Monterey.**

General Business

Water/Sewer Service, DeMotte Library: Last summer when we bought the lot and house adjacent to the DeMotte Library we turned gas and electric service off and pared water and sewage back as far as the Town of DeMotte would allow at that time. We have now learned that there is an option for the water and sewage service to be turned off permanently. The board would have to officially declare that there are no plans to have an inhabitant, that the house will eventually be raised, and that there are no plans to erect a building on that site. Then we can hire a plumber to dig up the sewer line and cut it and cap it, leaving it visible for the DeMotte Sewer Department to inspect. Then the service would be completely off and the billing would cease. **A board vote is required.**

Director Salary 2017: As per Board and Administration Monthly Tasks, Director salary for 2017 is determined in open session.

Director's Report

In early April we learned that, due to Jasper County's local option income tax, the Library would receive a special distribution in 2016, in the amount of \$1, 019,939. It is my understanding that this is a disbursement of excess income tax dollars that have

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been held in a State stabilization fund, and that this is a one-time distribution. The revenue has been received and deposited into the library's Rainy Day Fund as per Indiana Code. The Library Board is able to use this revenue in support of library operations. The Library is one, of twenty-five Jasper County governmental units, receiving this one-time, special distribution.

At the writing of this report we are being audited by the State Board of Accounts. We have not been audited since July 2012, so we were due. Our auditor arrived on April 28. They do not work on Friday or Election Day so she has really only been here 3 complete days so far. She is pleasant and easy to work with, but our desks, counters, and tables are filled with binders and reports that we have pulled from the archives for her review. She will conduct an exit interview with Mark as Board Treasurer and me at some point in the near future. I will ask that Rayann be included in this interview.

The first set of training workshops for SRCS (Statewide Remote Circulation System) will take place during the week of May 23 – 27, 2016. Linda Poortenga and Becky Amalong will attend training on Thursday, May 26 at Pulaski County Public Library. The focus of this training will be managing and processing SRCS requests. The State Library has indicated that additional training sessions are being planned and will be offered both online and in person around the state in the near future. We have compiled a long list of questions and things we wonder about and look forward to this first training opportunity.

INPRS (Indiana Public Retirement System) has announced an ASA Only Plan Expansion For Employers. Effective July 1, 2016, the ASA Only plan will be an option for the library. This is something the Library Board could choose to offer. Currently, we are in learning mode and are not yet ready to make a recommendation to the Board. It is our understanding that this option was created as a reaction to market trends and because the cost of offering pension plans has gone up for employers. We would like to learn more before we bring this to you for your consideration, but I wanted you to be aware of this new option as it has been announced to us, and we are working hard to learn more about it.

We launched our 1000 Books Before Kindergarten program during Children's Book Week. Available at all library locations this program encourages children ages 0 through preschool to discover the love of reading. To participate, parents are invited to come to any branch of JCPL and pick up a special binder with a reading log and begin reading and recording each title read. We did incorporate the work of local artists into the Reading Log to add an element of visual appeal. Reading tips and library program information are also included. I will bring a sample reading log to our board meeting for you to see. Our Children's Librarians collaborated on this program with DeMotte Youth Specialist, Rachel, leading the effort. Rensselaer Library Assistant, Kim, and Webmaster, Mel did a beautiful job with formatting and design and layout.

The school year is winding down and Summer Reading will soon be underway. However, we are already thinking about next school year! KV Schools and Rensselaer Central Schools are again interested in making Digital Access Cards available to their students. This is very exciting for us. KV Schools wish to expand access to include their

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middle school students. Rotary International has expressed interest in funding the cost of the cards again. Since the schools have expressed continued interest in digital access cards and see the value in distributing the cards, I think it would be prudent to move from a pilot program to an adopted service. We can do this when we review our Circulation Policy this fall. I will make a note so that we can discuss this further at that time.

We did receive a \$500 Operation Round-Up Grant in support of Summer Reading prizes. Children's Librarian, Janice, wrote the grant in collaboration with our other Children's Librarians.

KV Schools held their first E-Learning day on April 29. DeMotte and Wheatfield Libraries were heavily used as students arrived with and without devices to do their electronic homework. Wheatfield Librarian, Evie, shared, "I believe KV's first e-learning day was a success on our end. The students and parents were here all weekend using our computers and Internet access to complete their work. We didn't have any issues and everything ran smoothly. Working with the school to inform the students and parents of our services seems to have worked well for all parties and I hope this "connection" only strengthens in the future!"

In March I received a letter from Unique Management Services, our Collection Agency. They wanted to let us know that effective June 15, 2016 the national credit reporting agencies will place new, significant restrictions on accounts eligible for submittal. The new rules will not allow the reporting of fines, tickets, and other assessments like library debt. When we turn patron accounts over to Unique those accounts have been turned over to a collection agency. The account is then deemed in collections. This extends the library's communication process beyond our internal overdue notifications. Unique uses a gentle nudge of phone calls and letters to remind people to take care of their library debt. This process continues for 120 days. Data shows that for us most patrons take care of their debt during this first 120 days. Credit reporting always occurred after this 120 day period for accounts meeting our criteria. Since historically our patrons have taken care of their debt before the potential for credit reporting even entered into the equation, we expect our recovery will remain stable. We plan to continue our use of Unique Management Services and watch our return on investment. If we find, down the road, that Unique is no longer cost effective, we might reconsider using them.

Rayann and Donna offered an internal HR Training Workshop to our Managing and Children's Librarians. This content, which I helped develop, included information on employee files, evaluations, hiring, resignations/terminations, injuries/illnesses, and time sheets. Supervising and personnel-related matters are hard work and can be stressful. This training and an accompanying manual were created to address frequently asked questions and the statutes, policies, and procedures we must follow. It is difficult content to create and manage because of the numerous details and requirements. I think most everyone found it valuable yet exhausting.

Rayann and I are attending Internal Control training workshops, presented by Ronda Conrad, Governmental Accounting Consultant. Last year we learned that Indiana Code

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requires us to design, implement, monitor, and train staff on effective internal control in 2016. Internal control is not new to us. We have been practicing internal control for the entire time I have worked for JCPL. What is new, is that now we have to write it all down so that the board can adopt our guidelines and so that we can train and certify staff annually. While the Indiana Code named what was required, it gave no insight into what the State Board of Accounts would expect to see in our guidelines. This training with Ronda is helping Rayann and me to write this content. It is invaluable. On a related note, I believe we practice good internal controls. I also believe that there are some areas that could use a bit of strengthening, and we are working on those too.

I attended a Local Government Finance workshop entitled How the Property Tax Works in Indiana. Presented by Larry DeBoer from Purdue University, this workshop reviewed the complex, complicated, and multi-layered world of property tax. Much of this information was review for me, thankfully, but as always, I had a few 'ah ha' moments. I now have a much better grasp of how the growth quotient is determined. Six years of data are averaged together with a two-year lag. Changes in income dictate how much the growth quotient increases year to year. Thankfully 2009 will finally fall out of this equation, so we can expect to see the growth quotient rise. Hooray!

For National Library Week we launched several new services and celebrated with a coloring contest for children and daily prize drawings for randomly selected patrons. The Marketing Committee did a great job preparing for this celebratory week that promoted libraries across the country.

Wheatfield Library News

Evie reports, "Minecraft Night, which I hosted, generated a lot of interest. It is still a learning process as to how to best implement the program, using the mobile lab and having to purchase game licenses, but I'm hoping to offer it when we have the lab again and see if things improve."

She continues, "I am very grateful for the opportunity to attend PLA this year! It was a great experience. Being able to spend time talking to a fellow JCPL'er (Janice) and networking with librarians around the country proved invaluable. So much of what I learned was that JCPL is already doing a great job, and I was also able to bring home some new ideas to improve on what we already offer/do!"

System Administrator News

Sheila reports, Regarding "new mobile lab laptops, we encountered major issues with Windows 10 and forced updates causing us to not be able to image these laptops. We ended up finding a workaround; however, we will most likely not be able to image these again. This is making me seriously reconsider buying Windows 10 in the fall for our new replacements." She also grappled with defective equipment. She reports, "One of the mobile lab laptops was dead on arrival. Dell replaced the motherboard and power port (under warranty) and it works now ... The new Wheatfield Multi Use 1 motherboard died and the PC wouldn't boot. Dell replaced the motherboard under warranty and we then

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had video issues. After hours and hours of troubleshooting and Dell replacing the motherboard 2 more times (as well as replacing the hard drive and hard drive cable), Dell is supposed to be sending us a new PC. I am awaiting final confirmation of this."

Sheila continued to work on yearbook digitization, scanning in a loaned 1984 yearbook and adding it to the Internet Archive to complete our HS Collection. She also Scanned clean 1971 yearbook pages (on loan from RCHS) to replace defaced and damaged 1971 yearbook pages on Internet Archive.

Technical Services News

Becky reports that she, "sent lists to Laurie Steele (laurie@readthebooks.com) so that she can update the information on her website. She contacted us to ask for a list of all of our holdings! Yikes! I whittled that down to all of the j collections from each of our branches. I ran the appropriate reports, converted them to Excel spreadsheets, and e-mailed them to her." Read the Books is a JCPL database that allows students to sort and search their school's Accelerated Reader list, then click the Check the Catalog button to find and reserve a copy in the Jasper County Public Library catalog.

Becky and her staff cataloged and process 1321 items in April 445 of those were AV items. This translates into 408 items for DeMotte; 486 for Rensselaer; and 427 for Wheatfield.

DeMotte Library News

Debbie reports, "Abraham Lincoln was at the DeMotte Library this month. We had 72 in attendance for this special program. The KV Post covered the event and had a lovely picture and article in the paper. The Friends of the Library sponsored this wonderful event, an excellent Bicentennial program!"

She continues, "This month we had the Spring Festival. Many of the games were related to Indiana for the Bicentennial. Karla made a life-size game of Concentration, using disposable plastic plates. All of the pictures on the plates were specific to Indiana (Indiana State Library, Indiana State Museum, Children's Museum and, of course, DeMotte Public Library). Karla also designed a Library Miniature Golf with the theme of Indiana Authors – there was a different large display for each hole. Karla worked very hard on this, and Carlie helped. We had 85 people in attendance."

Rensselaer Library News

Linda reports, "The trees and flowers are blooming! ... Our Maintenance man is working to separate our hostas from the northeast side of library and add them to the front sides of the entry and fill in the spots around the chiller brick wall. We are attempting to make the front of the library landscaping low maintenance. Melissa Smith did a stellar job filling daily programming slots for Money Smart Week. Programs included; Fraud Prevention, Saving Money while eating Healthy, How to avoid Internet Scams, and Captain Cash."

Janice reports, "Spring is in the air and our presentation at the Earth Day gathering in the park was a big success. We did a few extra preschool visits in town. It is always fun to be out in the community. We focused on Indiana Authors in honor of our Bicentennial. We continue to try and meet the needs of our students with pop up programs when a group has come into the library. We are looking forward to May activities and Summer Reading is right around the corner."

Please contact me if you are unable to attend the May board meeting or if you have any questions about material in your packet.-Patty

JCPL FINANCIAL STATEMENT

April 30, 2016

	<u>Beginning 2016 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$621,832.00	\$183,635.66	\$708,178.81	\$142,821.45	\$360,259.00	\$273,912.19
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$11,733.55	\$417.44	\$1,667.78	\$1,260.71	\$4,411.98	\$14,477.75
DeMotte	\$3,280.63	\$215.90	\$739.87	\$120.00	\$2,372.00	\$4,912.76
Rensselaer	\$5,790.86	\$54.32	\$590.31	\$1,040.71	\$1,715.71	\$6,916.26
Wheatfield	\$2,662.06	\$147.22	\$337.60	\$100.00	\$324.27	\$2,648.73
Library Improvement Reserve Fund	\$174,701.97	\$0.00	\$28,495.58	\$11.62	\$49.56	\$146,255.95
Bond & Interest Redemption Fund	\$172,158.96	\$0.00	\$163,903.50	\$0.00	\$0.00	\$8,255.46
Rainy Day Fund	\$311,013.21	\$0.00	\$0.00	\$1,019,939.69	\$1,019,939.69	\$1,330,952.90
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$7,264.32	\$1,081.00	\$4,324.00	\$0.00	\$0.00	\$2,940.32
Capital Projects Fund	\$1,278,989.78	\$0.00	\$0.00	\$4.29	\$17.76	\$1,279,007.54
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$98.60	\$0.00	\$98.60	\$0.00	\$0.00	\$0.00
Sales Tax	\$173.69	\$0.00	\$157.31	\$39.12	\$82.38	\$98.76
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Settlement Fund	\$12,908.92	\$0.00	\$0.00	\$0.00	\$0.00	\$12,908.92
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$8,692.51	\$32,981.96	\$8,692.51	\$32,981.96	\$0.00
FICA Tax Collected	\$0.00	\$7,905.47	\$30,566.93	\$7,905.47	\$30,566.93	\$0.00
State Tax Collected	\$3,565.69	\$3,494.06	\$14,318.51	\$3,729.76	\$14,482.53	\$3,729.71
County Tax Collected	\$2,786.38	\$2,581.03	\$10,911.10	\$2,788.03	\$10,912.80	\$2,788.08
Deferred Comp.	\$0.00	\$2,010.00	\$8,040.00	\$2,010.00	\$8,040.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,799.35	\$14,568.43	\$3,799.38	\$14,570.33	\$1.90
Employee Life Insur.	\$0.00	\$182.07	\$738.28	\$179.64	\$738.32	\$0.04
Employee INPRS	\$0.00	\$3,146.52	\$12,289.96	\$3,146.52	\$12,289.96	\$0.00
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,597,497.07	\$216,945.11	\$1,031,240.75	\$1,196,328.19	\$1,509,343.20	\$3,075,599.52

Bank Balances**Jasper County Public Library****Report as of: 4/30/16**

Bank		
1	Alliance Bank	\$1,548,633.62
2	Demotte State Bank	\$14,812.32
3	CD#002-0668943762 Fifth Third Bank	\$500,000.00
4	PNC Bank	\$11,883.58
5	Cash On Hand	\$270.00
7	CD#002-0668943754 Fifth Third Bank	\$275,000.00
8	CD#002-0668943770 Fifth Third Bank	\$725,000.00
Total all banks =		\$3,075,599.52

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 100OPERATING FUND

Jasper County Public Library

Report Date: From 4/1/16 To 4/30/16

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
1. Personal Services							
1.11 SALARY OF LIBRARIAN	\$67,558.00	\$0.00	\$67,558.00	\$5,595.20	\$22,315.80	\$45,242.20	33.0
1.12 SALARY OF ASSISTANTS	\$1,091,370.00	\$0.00	\$1,091,370.00	\$93,418.93	\$361,935.01	\$729,434.99	33.2
1.13 WAGES OF JANITORS	\$88,012.00	\$0.00	\$88,012.00	\$7,561.01	\$27,670.58	\$60,341.42	31.4
1.21 EMPLOYER'S SHARE-FICA	\$95,391.00	\$0.00	\$95,391.00	\$7,905.47	\$30,566.93	\$64,824.07	32.0
1.22 UNEMPLOYMENT COMPENSATION	\$3,517.00	\$0.00	\$3,517.00	\$3,895.01	\$4,205.05	(\$688.05)	119.6
1.23 EMPLOYER'S CONTRIB.- PERF	\$109,799.00	\$0.00	\$109,799.00	\$9,415.46	\$36,731.62	\$73,067.38	33.5
1.24 EMPLOYER'S CONTRIB.- INS.	\$149,936.00	\$0.00	\$149,936.00	\$10,926.16	\$43,619.63	\$106,316.37	29.1
Subtotal	\$1,605,583.00		\$1,605,583.00	\$138,717.24	\$527,044.62	\$1,078,538.38	32.8
2. Supplies							
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
2.12 STATIONERY AND PRINTING	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,500.00	\$0.00	\$8,500.00	\$225.88	\$2,330.44	\$6,169.56	27.4
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$659.16	\$1,594.99	\$4,405.01	26.6
2.23 OTHER OPERATING SUPPLIES	\$7,000.00	\$0.00	\$7,000.00	\$44.28	\$1,234.49	\$5,765.51	17.6
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$34.32	\$234.31	\$765.69	23.4
2.32 PAINT AND PAINTING SUPPLIES	\$400.00	\$0.00	\$400.00	\$112.42	\$180.64	\$219.36	45.2
2.33 REPAIR PARTS	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$94.91	\$1,405.09	6.3
2.41 LIBRARY SUPPLIES	\$15,350.00	\$0.00	\$15,350.00	\$681.69	\$3,185.77	\$12,164.23	20.8
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$50.00	0.0
Subtotal	\$40,900.00		\$40,900.00	\$1,757.75	\$8,855.55	\$32,044.45	21.7
3. Other Services and Charges							
3.13 LEGAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$403.75	\$593.75	\$5,406.25	9.9
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$275.00	\$894.25	\$9,105.75	8.9

F36

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Spent</i>
3.145 DATABASES & LICENSING SERVICES	\$21,552.00	\$0.00	\$21,552.00	\$1,367.00	\$5,201.00	\$16,351.00	24.1
3.146 E-BOOKS SERVICES	\$18,500.00	\$0.00	\$18,500.00	\$0.00	\$13,000.00	\$5,500.00	70.3
3.21 TELEPHONE	\$3,800.00	\$0.00	\$3,800.00	\$367.11	\$1,533.46	\$2,266.54	40.4
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$297.16	\$2,702.84	9.9
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$1,109.09	\$4,260.21	\$15,739.79	21.3
3.24 PROFESSIONAL MEETINGS	\$10,768.00	\$0.00	\$10,768.00	\$1,003.47	\$2,378.12	\$8,389.88	22.1
3.25 FREIGHT	\$2,000.00	\$0.00	\$2,000.00	\$67.89	\$319.11	\$1,680.89	16.0
3.26 NETWORKING	\$64,860.00	\$0.00	\$64,860.00	\$0.00	\$0.00	\$64,860.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$600.00	\$0.00	\$600.00	\$0.00	\$173.90	\$426.10	29.0
3.33 MARKETING ADVERTISING	\$1,800.00	\$0.00	\$1,800.00	\$1,423.72	\$1,423.72	\$376.28	79.1
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$50.00	\$200.00	20.0
3.42 OTHER INSURANCE	\$31,000.00	\$0.00	\$31,000.00	\$0.00	\$3,857.00	\$27,143.00	12.4
3.51 GAS	\$45,000.00	\$0.00	\$45,000.00	\$1,215.69	\$6,184.12	\$38,815.88	13.7
3.52 ELECTRICITY	\$100,000.00	\$0.00	\$100,000.00	\$6,836.27	\$24,970.75	\$75,029.25	25.0
3.53 WATER	\$4,000.00	\$0.00	\$4,000.00	\$279.95	\$1,204.45	\$2,795.55	30.1
3.54 WASTE DISPOSAL SERVICES	\$6,500.00	\$0.00	\$6,500.00	\$604.43	\$2,381.32	\$4,118.68	36.6
3.61 BUILDING & STRUCTURES	\$66,922.00	\$0.00	\$66,922.00	\$3,960.80	\$9,534.40	\$57,387.60	14.2
3.62 EQUIPMENT REPAIRS	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.0
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$11.95	\$188.80	\$111.20	62.9
3.91 DUES	\$1,900.00	\$0.00	\$1,900.00	\$0.00	\$253.00	\$1,647.00	13.3
3.93 TAXES & ASSESSMENTS	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	0.0
3.94 TRANSFER TO LIRF	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$42.90	\$42.90	\$57.10	42.9
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$117,119.00	\$0.00	\$117,119.00	\$8,514.82	\$31,615.53	\$85,503.47	27.0
Subtotal	\$639,341.00		\$639,341.00	\$27,483.84	\$110,356.95	\$528,984.05	17.3
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$50,714.00	\$0.00	\$50,714.00	\$41.91	\$2,352.21	\$48,361.79	4.6
4.5 OTHER CAPITAL OUTLAYS	\$0.00	\$0.00	\$0.00	\$0.00	\$107.50	(\$107.50)	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Spent</i>
4.51 BOOKS	\$160,000.00	\$0.00	\$160,000.00	\$8,834.78	\$41,181.34	\$118,818.66	25.7
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$974.48	\$6,770.70	\$18,229.30	27.1
4.53 NONPRINTED MATERIALS	\$58,000.00	\$0.00	\$58,000.00	\$5,825.66	\$11,509.94	\$46,490.06	19.8
Subtotal	\$293,714.00		\$293,714.00	\$15,676.83	\$61,921.69	\$231,792.31	21.1
Grand Total	\$2,579,538.00	\$0.00	\$2,579,538.00	\$183,635.66	\$708,178.81	\$1,871,359.19	27.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Appropriation Report for 155STATE TECHN.FUND GRANT
Jasper County Public Library

Report Date: From 4/1/16 To 4/30/16

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Spent</i>
<i>3. Other Services and Charges</i>							
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$1,081.00	\$4,324.00	(\$4,324.00)	0.0
Subtotal	\$0.00		\$0.00	\$1,081.00	\$4,324.00	(\$4,324.00)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$1,081.00	\$4,324.00	(\$4,324.00)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Voucher List**Jasper County Public Library****Report Date: From 4/1/16 To 4/30/16**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	230	PAYROLL	4/8/16	PAYROLL	\$55,347.97
0	231	BILL HROMADA	4/8/16	Courier Mileage 3/16 - 3/31/16 (Conf. #375)	\$401.76
0	232	GREAT-WEST RETIREMENT S	4/8/16	Annuity Contributions withheld 4/8/16 Payroll (Conf. #378)	\$1,005.00
0	233	INDIANA DEPARTMENT OF RE	4/8/16	State & County Taxes withheld March 2016 Payrolls (Ref. #62608)	\$6,075.09
0	234	INPRS fbo PERF	4/8/16	INPRS Contributions 4/8/16 Payroll	\$6,517.58
0	235	IRS USA TAXPAYMENT	4/8/16	Federal Withholding, Medicare, & FICA withheld 4/8/16 Payroll & Ins. (Acknowledgement#62220659)	\$12,802.67
0	236	TOWN OF DEMOTTE	4/8/16	DeM: Water & Sewer Service- March 2016 (Conf. #376)	\$167.64
0	237	TOWN OF DEMOTTE	4/8/16	DeM House: Water & Sewer Service- March 2016 (Conf. #377)	\$84.72
34582	239	4IMPRINT, INC.	4/11/16	Promotional pencil sharpeners & chairs	\$941.54
34583	240	ACE HARDWARE	4/11/16	Primer, paint brushes, roller cover, paint tray, paint	\$112.42
34584	241	ANTHEM BLUE CROSS BLUE	4/11/16	Health Ins. Premiums- April 2016	\$13,260.80
34585	242	ANTHEM LIFE	4/11/16	Life Ins. Premiums- April 2016	\$100.62
34586	243	BAKER & TAYLOR	4/11/16	Books, Continuations, AV, Auto. Yours	\$7,159.64
34587	244	BAKER & TAYLOR ENTERTAIN	4/11/16	DVDs	\$388.40
34588	245	BLUETARP FINANCIAL, INC	4/11/16	Screws, tri-flow, ceiling tiles, box cover	\$50.80
34589	246	BRODART CO.	4/11/16	Vinyl pouches	\$56.18
34590	247	BUSINESS CARD	4/11/16	KV yearbook, plastic chair leg tips, Branch Counterparts expenses, Director's Meeting expenses, B2B expenses, Reference Counterparts expenses, canvas storage bag, DVDs, CDs, books, book returns	\$4,368.71
34591	248	CAROLYNN DeVRIES	4/11/16	Children's Counterparts expenses	\$10.56
34592	249	CARRIAGE PAPER PRODUCT	4/11/16	Thermal paper rolls	\$209.41
34593	250	CREATIVE PRODUCT SOURC	4/11/16	Library stickers	\$160.57
34594	251	CRESTLINE SPECIALTIES, INC	4/11/16	Promotional USB drives	\$482.18
34595	252	CULLIGAN WATER CONDITIO	4/11/16	Wh: Water Cooler Rental-April 2016	\$11.95
34596	253	D & S COMPUTER SERVICES	4/11/16	Hosting 2nd quarter 2016	\$120.00
34597	254	DELTA DENTAL	4/11/16	Dental Ins. Premiums-April 2016	\$580.20
34598	255	DONNA BARKO	4/11/16	Mileage 1/12-3/28/16: Bank deposits, Post Office, new employee orientations, Courthouse	\$79.87
34599	256	DUMAS & MAHNESMITH P.C.	4/11/16	Legal Assistance: Parking lot agreement	\$403.75
34600	257	EBSCO INFORMATION SERVI	4/11/16	Job & Career Accelerator database 4/1/16-3/31/17	\$1,367.00
34601	258	EMILY R. MYERS	4/11/16	Patron overcharged for processing & replacement fees on returned item.	\$30.95
34602	259	ENA SERVICES LLC	4/11/16	Internet Service- March 2016	\$1,081.00
34603	260	FASE-KALUF TV & APPLIANCE	4/11/16	Audio cable	\$6.99
34604	261	FINDAWAY WORLD, LLC	4/11/16	Playaway Views	\$293.46
34605	262	FLEX-PAC INC	4/11/16	Hand soap, toilet paper	\$228.75
34606	263	GALE/CENGAGE LEARNING	4/11/16	Books	\$156.14
34607	264	INDIANA DEPT. OF WORKFOR	4/11/16	1st Quarter 2016 Unemployment Compensation Pymt	\$3,895.01
34608	265	INDIANA WASTE SERVICE	4/11/16	DeM: Trash pick-up April 2016	\$87.70
34609	266	JANICE WILMA	4/11/16	Children's prizes, books, DVDs, CDs	\$150.94
34610	267	KIMBERLY ZEBICK	4/11/16	Book reimbursement for found item that patron previously paid for.	\$11.95
34611	268	LINDA POORTENGA	4/11/16	Mileage 3/3-3/29/16: Database meeting, Branch Counterparts meeting, Management meeting, B2B meeting, Reference Counterparts meeting	\$126.90
34612	269	LINDA THOMPSON	4/11/16	Mileage 3/29/16: Counterparts meeting	\$8.64
34613	270	MIDWEST TAPE	4/11/16	Audiobooks	\$336.89

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
34614	271	NETWISE RESOURCES	4/11/16	Wh: staff copier quarterly service agreement	\$116.00
34615	272	NITCO	4/11/16	DeM: Local Phone & Fax Service April 2016	\$78.05
34616	273	PATTY STRINGFELLOW	4/11/16	Mileage 3/9-3/17/16: Branch Visit, Management meeting	\$47.52
34617	274	PEGGY MICHELIN	4/11/16	Mileage 12/21/15-3/17/16: AV Shopping, pickup supplies, Post Office	\$11.32
34618	275	PRECISION CONTROL SYSTE	4/11/16	Rens: replaced combustion air actuator & checked stroke, replaced pump differential guage; DeM: replaced valve, actuator, & pipe fittings, wired in & checked operation, replaced leaking actuator & spring kit, replaced missing electrical box & fittings	\$1,383.47
34619	276	QUILL CORPORATION	4/11/16	Paper towel rolls, m-folds, typewriter ribbons, dry erase board erasers	\$122.42
34620	277	REPUBLIC SERVICES #715	4/11/16	Wh: Trash Service- April 2016	\$73.17
34621	278	RONDA CONRAD	4/11/16	Internal Control Seminar registrations: P. Stringfellow, R. Gilmore	\$80.00
34622	279	SVT, LLC	4/11/16	Meeting room supplies	\$14.36
34623	280	TEAM SOFTWARE SOLUTION	4/11/16	Public Web Browser Annual Renewal	\$125.00
34624	281	TERRENCE LYNCH	4/11/16	Program presenter	\$275.00
34625	282	THE LIBRARY CORPORATION	4/11/16	TLCU Conference registrations: B. Amalong, M. Molenaar, L. Poortenga, D. Kristoff	\$796.00
34626	283	TRUGREEN PROCESSING CE	4/11/16	Wh: Ornamental Bed Weed Control	\$311.00
34627	284	VISION SERVICE PLAN	4/11/16	Vision Ins. Premiums- April 2016	\$238.60
34628	285	WALL STREET JOURNAL	4/11/16	Wh: Newspaper subscription Acct# 051496878420	\$455.00
34629	286	WAL-MART COMMUNITY/RFC	4/11/16	Children's Easter program supplies, wipes, coffee pot, cleaning supplies, DVDs, meeting room supplies, 3rd Thursday program supplies, Anime Club supplies	\$381.25
0	287	ALLIANCE BANK	4/11/16	Direct Deposit Fees - March 2016	\$37.10
34630	288	BETTER CONTAINERS MFG. C	4/11/16	Love My Library bags	\$130.90
34631	289	CENTURYLINK	4/11/16	Rens: Local phone & fax service April 2016	\$189.93
34632	290	CENTURYLINK	4/11/16	Long distance phone service- March 2016	\$16.24
34633	291	HP Products	4/11/16	Toilet paper dispensers, glass cleaner, toilet bowl cleaner, neutral cleaner	\$303.36
34634	292	INDIANA HISTORICAL BUREA	4/11/16	Bicentennial Flags- 3	\$77.98
34635	293	KAPCO	4/11/16	Polyester corners, polyester repair tape, magazine reinforcements, polyester wings, acid free glue, poly covers	\$360.58
34636	294	KONE, INC.	4/11/16	Dem: Quarterly Elevator Maintenance Agreement- 4/1-6/30/16	\$417.33
34637	295	NIPSCO	4/11/16	DeM & Wh: Gas & electric service	\$5,035.04
34638	296	PENWORTHY COMPANY	4/11/16	Books	\$790.54
34639	297	PRECISION CONTROL SYSTE	4/11/16	Rens: meeting room pipe leak, valve on VAV box leaking, removed hydraulic actuator & valve, piped in new valve, installed new linkage kit, reused extension kit, installed new hydraulic actuator, cut new ceiling tile; DeM: adult area VAV#8 leak, control valve & hydraulic actuator leaking, drained piping, removed parts & unwired, replace control valve, linkage, extension kit, & hydraulic actuator, replaced ceiling tiles	\$2,076.33
34640	298	RACHAEL CAVINDER	4/11/16	Mileage 1/11-4/4/16: Preschool Visits, Management Meeting, AV Shopping	\$64.80
34641	299	ROEING CORPORATION	4/11/16	Tech Maintenance Support - 2nd Installment 2016	\$7,500.00
0	300	SAGE PAYMENT SOLUTIONS	4/11/16	Merchant Processing Fees- March 2016, (automatic withdrawal on 4/4/16)	\$23.85
34642	301	SCHOLASTIC LIBRARY PUBLI	4/11/16	Books	\$1,201.65
34643	302	THREE TREE INVESTMENTS L	4/11/16	Wh: repair roof	\$190.00
34644	303	UNIQUE MANAGEMENT SERVI	4/11/16	Collections: Initial/Secondary Placements- March 2016	\$152.15
0	304	PAYROLL	4/25/16	PAYROLL	\$51,227.17
0	305	BILL HROMADA	4/25/16	Courier Mileage 4/1-4/15/16 (Conf. #380)	\$368.28
0	306	CHICAGO TRIBUNE	4/25/16	Wh: Newspaper subscription Acct# 43113043 (Conf. #383)	\$519.48

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	307	CITY OF RENSSELAER	4/25/16	RENS: Utilities 3/8/- 4/8/16 (Conf. #381)	\$3,431.42
0	308	GREAT-WEST RETIREMENT S	4/25/16	Annuity Contributions withheld 4/25/16 Payroll (Conf. #382)	\$1,005.00
0	309	INPRS fbo PERF	4/25/16	INPRS Contributions 4/25/16 Payroll	\$6,044.40
0	310	IRS USA TAXPAYMENT	4/25/16	Federal Withholding, Medicare, & FICA withheld 4/25/16 Payroll & Ins. (Acknowledgement#64982599)	\$11,700.78
0	311	TOWN OF WHEATFIELD	4/25/16	Wh: Sewer Service- April 2016 (Conf# 379)	\$56.65
0	312	AFLAC	4/25/16	Supplemental Insurance April 2015 (Conf. #384)	\$727.36
0	313	CENTURYLINK	4/27/16	WH: Fax Service April 2016 (Conf. # 386)	\$23.21
0	314	CENTURYLINK	4/27/16	WH: Local Phone Service April 2016 (Conf. # 385)	\$59.68
0	315	SPARKPAY	4/30/16	Merchant Processing Fees- April 2016	\$23.39
Total Amount of Claims					\$216,945.11

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, May 05, 2016

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$216,945.11

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
April 30, 2016

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,213.60	\$10,157.45
DeMotte	\$632.36	\$3,126.11		
Rensselaer	\$948.28	\$4,207.37		
Wheatfield	\$632.96	\$2,823.97		
PHOTOCOPIES:			\$847.20	\$3,542.97
DeMotte	\$261.00	\$1,386.64		
Rensselaer	\$363.55	\$1,298.83		
Wheatfield	\$222.65	\$857.50		
INTEREST (Checking, Repurchase, CDs):.....			\$35.19	\$173.73
TAXES:			\$139,270.40	\$342,238.64
Property Tax	\$0.00	\$0.00		
LOIT	\$71,614.32	\$71,614.32		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$55,240.08	\$220,960.32		
Local Option/Property Tax Repl.	\$12,416.00	\$49,664.00		
TAXABLE SALES:-.....			\$5.06	\$22.92
REFUNDS:			\$450.00	\$4,123.29
Rebates/Refund	\$0.00	\$0.00		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$450.00	\$1,050.00		
Reimbursement	\$0.00	\$333.69		
Fixed Asset Sales	\$0.00	\$0.00		
Miscellaneous Receipts	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$2,739.60		
TOTAL OPERATING FUND RECEIPTS.....			\$142,821.45	\$360,259.00
PLAC FUND:.....			\$0.00	\$0.00
GIFT FUNDS:			\$1,260.71	\$4,411.98
DeMotte	\$120.00	\$2,372.00		
Rensselaer	\$1,040.71	\$1,715.71		
Wheatfield	\$100.00	\$324.27		
LIB. IMPROV. RESERVE FUND:			\$11.62	\$49.56
Interest Earned	\$11.62	\$49.56		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:			\$1,019,939.69	\$1,019,939.69
Special CAGIT Distribution	\$0.00	\$0.00		
Special LOIT Distribution	\$1,019,939.69	\$1,019,939.69		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$4.29	\$17.76
Interest Earned	\$4.29	\$17.76		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$0.00
SALES TAX:.....			\$39.12	\$82.38
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$0.00
Interfund Transfer	\$0.00	\$0.00		
INSURANCE SETTLEMENT FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$1,164,076.88	\$1,384,760.37

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WITHHOLDING ACCOUNT FUNDS:			\$32,251.31	\$124,582.83
FIT Tax Collected	\$8,692.51	\$32,981.96		
FICA Collected	\$7,905.47	\$30,566.93		
State Tax Collected	\$3,729.76	\$14,482.53		
County Tax Collected	\$2,788.03	\$10,912.81		
Deferred Comp Plan	\$2,010.00	\$8,040.00		
Pre-tax Insurance Plans	\$3,799.38	\$14,570.33		
Life Insurance	\$179.64	\$738.32		
INPRS	\$3,146.52	\$12,289.96		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$1,196,328.19	\$1,509,343.20

Voucher List
Jasper County Public Library

Report Date: From 5/1/16 To 5/9/16

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
34645	316	4IMPRINT, INC.	5/9/16	Promotional totes	\$329.96
34646	317	AARON'S LAWN CARE	5/9/16	Snow removal, mowing, edging, spring clean-up	\$1,778.00
34647	318	ACE HARDWARE	5/9/16	Paint stripper, weed killer	\$28.98
34648	319	ANTHEM BLUE CROSS BLUE	5/9/16	Health Ins. Premiums- May 2016	\$12,597.76
34649	320	ANTHEM LIFE	5/9/16	Life Ins. Premiums- May 2016	\$100.62
34650	321	BAKER & TAYLOR	5/9/16	Books, Continuations, AV, Auto. Yours	\$10,503.08
34651	322	BLUETARP FINANCIAL, INC	5/9/16	Ground light repair parts, duct tape	\$15.97
34652	323	CARDINAL OFFICE PRODUCT	5/9/16	DeM: Quarterly maintenance agreement on work room copier 1/21-4/21/16	\$877.28
34653	324	CIRCLE R ELECTRIC, INC.	5/9/16	DeM, Rens, Wh: Install fax lines	\$1,722.78
34654	325	CONSOLIDATED INSURANCE	5/9/16	Semi-annual premium for building insurance; annual premium for workman's comp	\$12,688.00
34655	326	DANIELLE NORDENGREEN	5/9/16	Refund to patron who overpaid for items.	\$52.30
34656	327	DEBORAH KRISTOFF	5/9/16	Mileage 3/29-4/28/16: Reference Counterparts, Management Meeting, HR Training, Librarian's Council meeting	\$94.50
34657	328	DELTA DENTAL	5/9/16	Dental Ins. Premiums-May 2016	\$551.19
34658	329	DEYOUNG PLUMB, HTG, & AIR	5/9/16	DeM: Install & test 1" RPZ back flow device	\$850.00
34659	330	EBSCO INFORMATION SERVI	5/9/16	Database Renewals 5/1/16-4/30/17 (Automotive Repair Reference Center & Small Business Reference Center)	\$3,000.00
34660	331	ENA SERVICES LLC	5/9/16	Internet Service- April 2016	\$1,081.00
34661	332	EVELYN BRISTOL	5/9/16	Mileage 2/8-4/26/16: Grant Committee meeting, Management meetings, Walking Books, School Visit, Branch Counterparts, PLA, pick up supplies, HR meeting; Management Meeting expenses	\$178.47
34662	333	FINDAWAY WORLD, LLC	5/9/16	Playaways	\$458.93
34663	334	THE GREAT COURSES	5/9/16	AV	\$537.35
34664	335	HAMSTRA BUILDERS, INC.	5/9/16	Wh: Adjust air flow in study room	\$150.00
34665	336	INDIANA WASTE SERVICE	5/9/16	DeM: Trash pick-up May 2016	\$87.70
34666	337	JANICE WILMA	5/9/16	Mileage 1/14-4/14/16: Management meetings, Counterparts meeting, Vendor meeting, workshop, AV Shopping, PLA; children's supplies	\$389.77
34667	338	JASPER COUNTY TREASURE	5/9/16	DeM: Tax bill for ditch & property	\$904.08
34668	339	KIRBY RISK CORPORATION	5/9/16	Outdoor motion light, lightbulbs	\$50.60
34669	340	LINDA POORTENGA	5/9/16	Mileage 4/14-4/22/16: Management meeting, B2B	\$73.44
34670	341	MIDWEST COLLABORATIVE F	5/9/16	Online Database Renewals (Ancestry Library, HeritageQuest, Tumblebooks) 7/1/16-6/30/17; MCLS Annual Membership Fee (7/1/16-6/30/17)	\$3,655.60
34671	342	MIDWEST TAPE	5/9/16	Audiobooks	\$104.97
34672	343	NETWISE RESOURCES	5/9/16	Rens: staff copier quarterly service agreement	\$629.07
34673	344	NITCO	5/9/16	DeM: Local Phone & Fax Service May 2016	\$155.76
34674	345	OLLIS BOOK CORPORATION	5/9/16	Books	\$1,446.43
34675	346	PATTY STRINGFELLOW	5/9/16	Mileage 4/4-4/29/16: 1000 Books Program Jury Art & Program Planning, Management Meeting, Branch Visits, Librarian's Council Meeting	\$113.40
34676	347	POSTMASTER	5/9/16	Stamps	\$944.00
34677	348	RACHEL WILKINSON	5/9/16	Spring Festival supplies	\$11.48
34678	349	RAYANN GILMORE	5/9/16	Mileage 1/14-5/2/16: Management meeting, bank deposits, Post Office, pick up supplies, Courthouse, cash petty cash check, drop off bank account paperwork, drop off legal ad, laundry, Board meeting, pick up Ash Tree treatment	\$64.04
34679	350	RELIABLE EXTERMINATORS, I	5/9/16	Rens: Exterior treatment	\$152.00

F6b

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
34680	351	RENSSELAER ROTARY CLUB	5/9/16	March & April 2016 dues & meals	\$126.00
34681	352	REPUBLIC SERVICES #715	5/9/16	Wh: Trash Service- May 2016	\$73.17
34682	353	ROSEN PUBLISHING	5/9/16	Books	\$1,138.30
34683	354	ROWMAN & LITTLEFIELD PUB	5/9/16	Book	\$94.69
34684	355	SCHOLASTIC LIBRARY PUBLI	5/9/16	Book	\$5.21
34685	356	TERRENCE LYNCH	5/9/16	Summer Reading Program Presenter	\$275.00
34686	357	HIGHSMITH- UPSTART- EDUP	5/9/16	Summer Reading supplies	\$700.24
34687	358	VISION SERVICE PLAN	5/9/16	Vision Ins. Premiums- May 2016	\$226.67
34688	359	WAL-MART COMMUNITY/RFC	5/9/16	DVDs, CDs, books, children's supplies, summer reading prizes, batteries, binders, cleaning supplies, Movie program supplies, Cook the Book program supplies, hex keys, marketing table	\$3,524.69
34689	360	ZIESE PLUMBING, HEATING, &	5/9/16	Rens: Repair back flow preventer, turn on water spigots on east side of building	\$596.47
34690	369	BUSINESS CARD	5/9/16	PLA expenses, Minecraft gaming accounts, children's supplies, Staff Party expenses, Teen program supplies, weed preventer, light covers, Management meeting expenses, B2B expenses	\$1,341.79
34691	370	CAROLYNN DeVRIES	5/9/16	Mileage 5/5/16: Summer Reading shopping	\$41.04
34692	371	CENTURYLINK	5/9/16	Long distance phone service- April 2016	\$16.28
34693	372	CULLIGAN WATER CONDITIO	5/9/16	Wh: Water Cooler Rental-May 2016, 5-gallon drinking water- 9	\$76.50
34694	373	DEMCO	5/9/16	Book pockets, acrylic frames, brochure holder, literature holder, bookmarks, book tape, clear tape, easels, 1000 Books before Kindergarten stickers & wall display	\$298.41
34695	374	DUMAS & MAHNESMITH P.C.	5/9/16	Legal Assistance: Insurance	\$47.50
34696	375	GALE/CENGAGE LEARNING	5/9/16	Books	\$62.50
34697	376	HP Products	5/9/16	M-folds, trash bags, Return toilet paper dispensers	\$52.07
34698	377	MELISSA J. WIDNER	5/9/16	Truffles program supplies	\$30.55
34699	378	NIPSCO	5/9/16	Gas & electric service	\$4,813.24
34700	379	OFFICE DEPOT	5/9/16	Index cards, CD/DVD file folders, electric pencil sharpeners, super glue, colored copy paper, kleenex, pens, construction paper, copy paper, portfolios, contact paper, permanent markers, literature holder, paper clips, tape, binder clips, card stock	\$620.61
34701	380	QUILL CORPORATION	5/9/16	Index cards, correction tape, lysol spray, colored paper roll, ink cartridges, chair mat, sticky notes, binders, CD/DVD file folders, duct tape, toner cartridges, tape	\$763.85
34702	381	RENSSELAER REPUBLICAN	5/9/16	DeM: Newspaper subscription Acct# 0038530	\$137.00
34703	382	RONDA CONRAD	5/9/16	Internal Control Seminar registrations: P. Stringfellow, R. Gilmore	\$80.00
0	383	SAGE PAYMENT SOLUTIONS	5/9/16	Merchant Processing Fees- April 2016, (automatic withdrawal on 5/2/16)	\$23.85
34704	384	UNIQUE MANAGEMENT SERVI	5/9/16	Collections: Initial/Secondary Placements- April 2016	\$71.60
34705	385	WALL STREET JOURNAL	5/9/16	DeM: Newspaper subscription Acct# 010560502255	\$430.88

F6c

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$72,046.62

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, May 09, 2016

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **\$72,046.62**

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

June

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, June 13, 2016, 6pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of May Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R 10 & R 15)

General Business

Annual Report of Webmaster (R 20)
2017 Budget Committee (R 20)
DeMotte Touch of Dutch Festival (R 20)

Information
Information
Action

Director's Report (R 20-R 24)

Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

May 9, 2016
Rensselaer Library

Present: Timothy Schultz, Janelle Harper, Natalie Waling, Jody Melton, Deana George, Janet Umlauf, Mark Heinig, Patricia Stringfellow, Rayann Gilmore

Executive Session: The library board met in executive session to discuss an employee job performance evaluation. No other topics were discussed. Regular board meeting convened at 6:16 PM.

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda items that included the April Board Meeting Minutes, bills/financial reports, Fax Machine Policy revisions, FMLA/Military Leave Policy revisions, and request to send Sheila Maxwell to the Internet Librarian Conference in October were approved on a motion by J. Umlauf, and seconded by N. Waling. Motion passed.

Water/Sewer Service, DeMotte Library: Last summer when we bought the lot and house adjacent to the DeMotte Library we turned gas and electric service off and pared water and sewage back as far as the Town of DeMotte would allow at that time. We have now learned that there is an option for the water and sewage service to be turned off permanently. The board would have to officially declare that there are no plans to have an inhabitant, that the house will eventually be razed, and that there are no plans to erect a building on that site. Then we can hire a plumber to dig up the sewer line and cut it and cap it, leaving it visible for the DeMotte Sewer Department to inspect. Then the service would be completely off and the billing would cease. T. Schultz moved to officially declare that there are no plans to have an inhabitant, the house will eventually be razed, and there are no plans to erect a building on the site adjacent to the DeMotte Library, seconded by J. Umlauf. Motion passed.

Director Salary 2017: As per Board and Administration Monthly Tasks, Director's salary for 2017 is determined in open session. T. Schultz moved that the Director's salary be increased at the same rate as approved for staff. D. George seconded the motion. Motion passed.

Director's Report: The Library is currently being audited by the State Board of Accounts. We have not been audited since July 2012. Our auditor arrived on April 28 and is auditing the years 2012, 2013, 2014, & 2015.

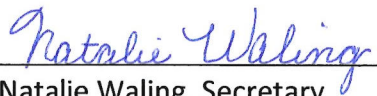
We launched our 1000 Books Before Kindergarten program during Children's Book Week. Available at all library locations this program encourages children ages 0 through preschool to discover the love of reading. To participate, parents are invited to come to any branch of JCPL and pick up a special binder with a reading log and begin reading and recording each title read. The Reading Log features reading tips, library program information, and art created by local artists. P. Stringfellow brought a sample reading log for the Board to see.

KV Schools held their first E-Learning day on April 29. DeMotte and Wheatfield Libraries were heavily used as students arrived with and without devices to do their electronic homework.

In April, we learned that due to Jasper County's local option income tax, the Library would receive a special distribution in 2016, in the amount of \$1,019,939. The Library is one of twenty-five Jasper County governmental units receiving this one-time, special distribution. The revenue has

been received and deposited into the Library's Rainy Day Fund as per Indiana Code. P. Stringfellow explained that the Library has been investing funds that we do not need immediately in CDs which have been receiving poor returns. With this additional money available for potential investments, would the Board be interested in hearing what investment options are available to us as a Library/governmental unit? Umbaugh, a company of independent municipal advisors, could be contacted to give some guidance as to what is possible. P.Stringfellow expressed that we should be thinking of the ways in which this special distribution can be used to best meet the needs of the Library and the community both now and in the future. In the interest of learning how funds may be invested for the future, the Board asked that P. Stringfellow contact Umbaugh to speak at an upcoming Board Meeting.

Adjournment: With no further matters for discussion D. George moved to adjourn the meeting at 6:48 PM, seconded by J. Umlauf.



Natalie Waling, Secretary



Attest: J. Melton, President

CIRCULATION BY HOLDINGS CODE
May 2016

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	38	2	0	40
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	1	0	0	1
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	29	4	1	34
Blu-Ray (DBR)	158	0	4	162
Books on CD (DBKCD)	147	3	2	152
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	117	11	1	129
Digital Audiobooks (DDA)	20	0	3	23
DVD (DDVD)	1385	38	7	1430
Equipment (DEQP)	66	0	0	66
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	3	0	0	3
Fiction (DFIC)	596	28	31	655
Fiction Fantasy (DFICF)	4	1	0	5
Fiction Mystery (DFICM)	78	2	1	81
Fiction New (DFICNEW)	388	16	17	421
Fiction Science Fiction (DFICSF)	14	2	0	16
Fiction Western (DFICW)	6	0	1	7
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	84	3	5	92
Hanging Bags (DHANG)	18	0	0	18
ILL (DILL)	30	3	1	34
Internet (DINTER)	719	0	0	719
Juv. Audio book (DJAUDB)	22	0	0	22
Juv. Biography (DJBIO)	68	2	1	71
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	26	0	0	26
Juvenile Easy (DJE)	741	1	6	748
Juv. Easy Non-fiction (DJENF)	48	2	0	50
Juv. Easy Reader (DJER)	256	2	0	258
Juv. Fiction (DJFIC)	509	2	14	525
Juv. Holiday books (DJHOL)	4	0	0	4
Juv. Magazine (DJMAG)	79	0	0	79
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	230	6	3	239
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	1	0	0	1
Juv. Toddler (DJTOD)	184	0	0	184

Large Print Fiction (DLPF)	153	8	4	165
Large Print Nonfic (DLPNF)	11	0	1	12
Magazine (DMAG)	440	0	3	443
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	2	0	0	2
Nonfiction 100 (DNF100)	8	1	0	9
Nonfiction 200 (DNF200)	17	1	0	18
Nonfiction 300 (DNF300)	42	0	3	45
Nonfiction 400 (DNF400)	6	0	0	6
Nonfiction 500 (DNF500)	16	1	1	18
Nonfiction 600 (DNF600)	100	5	0	105
Nonfiction 700 (DNF700)	31	0	1	32
Nonfiction 800 (DNF800)	22	0	0	22
Nonfiction 900 (DNF900)	42	0	7	49
Nonfiction Blu-Ray (DNFBR)	4	0	0	4
Nonfiction DVD (DNFDVD)	119	3	2	124
Nonfiction (DNFIC)	1	0	0	1
Nonfiction New (DNFNEW)	106	7	0	113
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	2	0	0	2
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	13	1	0	14
Software (DSWAR)	1	0	0	1
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	2	0	0	2
YA Biography (DYAB)	2	0	0	2
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	147	6	4	157
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	8	0	1	9
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	16	0	0	16
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	19	3	24
Blu-Ray (RBR)	0	382	1	383
Books on CD (RBKCD)	6	105	3	114
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	6	262	2	270
Digital Audiobooks (RDA)	0	42	2	44
DVD (RDVD)	17	2513	34	2564
Equipment (REQP)	0	4	0	4
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	4	0	4
Fiction (RFIC)	27	517	13	557
Fiction New (RFICNEW)	28	364	8	400

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	1	0	1
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	214	8	222
Hanging Bag (RHANG)	0	5	0	5
ILL (RILL)	1	89	1	91
Internet (RINTER)	0	1228	0	1228
Juv. Audio book (RJAUDB)	3	30	0	33
Juv. Biography (RJBIO)	6	15	3	24
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	1	23	0	24
Juvenile Easy (RJE)	19	482	1	502
Juv. Easy Non-fiction (RJENF)	0	79	0	79
Juv. Easy Reader (RJER)	1	376	1	378
Juv. Fiction (RJFIC)	20	505	1	526
Juv. Magazine (RJMAG)	0	18	0	18
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	8	244	2	254
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJTOD)	1	252	0	253
Large Print Fiction (RLPF)	27	239	5	271
Large Print Nonfic (RLPNF)	0	15	0	15
Magazine (RMAG)	8	363	0	371
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	2	1	3
Non-Fiction 100 (RNF100)	1	22	2	25
Non-Fiction 200 (RNF200)	2	20	0	22
Non-Fiction 300 (RNF300)	4	51	4	59
Non-Fiction 400 (RNF400)	1	6	0	7
Non-Fiction 500 (RNF500)	0	11	0	11
Non-Fiction 600 (RNF600)	10	160	1	171
Non-Fiction 700 (RNF700)	2	57	2	61
Non-Fiction 800 (RNF800)	0	16	1	17
Non-Fiction 900 (RNF900)	3	32	0	35
Nonfiction Blu-Ray (RNFBFR)	0	5	0	5
Nonfiction DVD (RNFDVD)	5	123	0	128
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	12	145	6	163
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	5	0	5
Professional Coll. (RPRO)	0	1	0	1
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	12	0	12
Software (RSWAR)	1	17	0	18
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	2	5	0	7
YA Biography (RYAB)	0	0	1	1

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	15	140	13	168
YA Music CD (RYACD)	1	81	1	83
YA Nonfiction (RYANF)	1	21	2	24
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	3	0	15	18
Blu-Ray (WBR)	0	0	193	193
Books on CD (WBKCD)	24	15	155	194
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	8	9	108	125
Digital Audiobooks (WDA)	0	0	17	17
DVD (WDVD)	20	21	1443	1484
Equipment (WEQP)	0	0	60	60
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	7	7
Fiction (WFIC)	17	25	277	319
Fiction Fantasy (WFICF)	3	2	5	10
Fiction Mystery (WFICM)	4	2	57	63
Fiction New (WFICNEW)	28	5	164	197
Fiction Science Fiction (WFICSF)	0	2	6	8
Fiction Western (WFICW)	0	0	9	9
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	1	2	21	24
Hanging Bags (WHANG)	0	2	8	10
ILL (WILL)	0	6	39	45
Internet (WINTER)	0	0	442	442
Juv. Audio book (WJAUDB)	2	3	11	16
Juv. Biography (WJBIO)	0	0	4	4
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	1	0	21	22
Juvenile Easy (WJE)	15	1	246	262
Juv. Easy Non-fiction (WJENF)	1	0	18	19
Juv. Easy Reader (WJER)	0	0	317	317
Juv. Fiction (WJFIC)	28	25	325	378
Juv. Magazine (WJMAG)	0	0	13	13
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	10	6	101	117
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	0	0	142	142
Large Print Fiction (WLPF)	19	9	97	125
Large Print Nonfic (WLPNF)	3	0	7	10
Magazine (WMAG)	7	0	258	265
Non-Fiction 000 (WNF000)	0	1	0	1
Non-Fiction 100 (WNF100)	1	0	5	6
Non-Fiction 200 (WNF200)	1	2	7	10
Non-Fiction 300 (WNF300)	3	1	15	19
Non-Fiction 400 (WNF400)	0	0	1	1

Non-Fiction 500 (WNF500)	1	0	7	8
Non-Fiction 600 (WNF600)	3	5	36	44
Non-Fiction 700 (WNF700)	2	3	15	20
Non-Fiction 800 (WNF800)	0	0	3	3
Non-Fiction 900 (WNF900)	3	1	18	22
Nonfiction Blu-Ray (WNFBR)	0	0	1	1
Nonfiction DVD (WNFDVD)	1	0	91	92
Nonfiction (WNFIC)	0	0	1	1
Nonfiction New (WNFNEW)	2	2	53	57
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	4	4
Software (WSWAR)	0	0	1	1
Vertical File (WVF)	0	0	3	3
VHS (WVHS)	0	0	0	0
YA Audio book (WYAUDB)	0	0	1	1
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	2	3	4	9
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	12	10	171	193
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	0	8	8
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	7846	9646	5279	22771

CIRCULATION BY HOLDINGS CODE
May 2016

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	38	2	0	40
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	1	0	0	1
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	34	23	19	76
Blu-Ray (BR)	162	387	199	748
Books on CD (BKCD)	177	123	160	460
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	131	282	111	524
Digital Audiobooks (DA)	20	42	22	84
DVD (DVD)	1422	2572	1484	5478
Equipment (EQP)	66	4	60	130
See librarian (ERR)	0	0	0	0

Express Book (EXP)	3	4	7	14
Fiction (FIC)	640	570	321	1531
Fiction Fantasy (FICF)	7	3	5	15
Fiction Mystery (FICM)	82	4	58	144
Fiction New (FICNEW)	444	385	189	1018
Fiction Science Fiction (FICSF)	14	4	6	24
Fiction Western (FICW)	6	0	10	16
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	1	0	1
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	85	219	34	338
Hanging Bags (HANG)	18	7	8	33
ILL (ILL)	31	98	41	170
Internet (INTR)	719	1228	442	2389
Juv. Audio book (JAUDB)	27	33	11	71
Juv. Biography (JBIO)	74	17	8	99
Juv. Book on CD (JBOD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	28	23	21	72
Juvenile Easy (JE)	775	484	253	1512
Juv. Easy Non-Fiction (JENF)	49	81	18	148
Juv. Easy Reader (JER)	257	378	318	953
Juv. Fiction (JFIC)	557	532	340	1429
Juv. Holiday (JHOL)	4	0	0	4
Juv. Magazine (JMAG)	79	18	13	110
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	248	256	106	610
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	1	0	0	1
Juv. Toddler (JTOD)	185	252	142	579
Large Print Fiction (LPF)	199	256	106	561
Large Print Nonfic (LPNF)	14	15	8	37
Magazine (MAG)	455	363	261	1079
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	2	3	1	6
Non-Fiction 100 (NF100)	10	23	7	40
Non-Fiction 200 (NF200)	20	23	7	50
Non-Fiction 300 (NF300)	49	52	22	123
Non-Fiction 400 (NF400)	7	6	1	14
Non-Fiction 500 (NF500)	17	12	8	37
Non-Fiction 600 (NF600)	113	170	37	320
Non-Fiction 700 (NF700)	35	60	18	113
Non-Fiction 800 (NF800)	22	16	4	42
Non-Fiction 900 (NF900)	48	33	25	106
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	125	126	93	344
Nonfiction (NFIC)	1	0	1	2
Nonfiction New (NFNEW)	120	154	59	333
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	2	5	0	7
Professional Coll. (PROF)	0	1	0	1
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0

Reference (REF)	39	100	55	194
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	13	13	4	30
Software (SWAR)	2	17	1	20
Vertical File (VF)	0	0	3	3
VHS	0	0	0	0
YA Audio book (YAUDB)	4	5	1	10
YA Biography (YAB)	2	0	2	4
YA Books on CD (YABKCD)	2	3	4	9
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	174	156	188	518
YA Music CD (YACD)	1	81	1	83
YA Nonfiction (YANF)	9	21	11	41
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	16	0	0	16
				0
Free reads	460	106	72	638
Games/Puzzles	20	25	0	45
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8365	9877	5406	23648

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1871	1332	774	3977
Nonfiction	577	807	317	1701
CHILDREN'S BOOKS				
Fiction	1812	1648	1053	4513
Nonfiction	376	354	132	862
YA BOOKS				
Fiction	260	375	222	857
Nonfiction	11	21	13	45
Magazines, Adult	455	364	261	1080
Magazines, Children	79	18	13	110
Sound Recordings, adult	334	455	298	1087
Sound Recordings, ch	74	144	41	259
Online databases	0	0	0	0
Software	2	17	1	20
Vertical file	0	0	3	3
VHS/DVD/Blu-Ray	1709	3085	1776	6570
Equipment	66	4	60	130
Total	7626	8624	4964	21214
A-V Circulation	2119	3701	2116	7936
A-V Circulation as % of total	27.8%	42.9%	42.6%	37.4%

May 2016

DEMOTTE

WHEATFIELD

Added	Withdrew	Circu-	Total
Vols.	Vols.	lation	Circ.

XX

Fiction	194	9	1,871	76	12	1,332	70	499	774	3,977
Nonfiction	90	8	577	96	36	807	34	0	317	1,701

Fiction	51	2	1,812	88	76	1,648	31	1	1,053	4,513
Nonfiction	43	0	376	8	3	354	8	7	132	862

Fiction	17	7	260	62	20	375	25	0	222	857
Nonfiction	0	0	11	1	24	21	2	1	13	45

Magazines, Child	79	18	13	110
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Sound Rec/Adult	28	0	334	16	1	455	22	30	298	1,087
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[illegible][illegible]

Equipment	66	4	60	130
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TOTAL	497	27	7,626	432	180	8,624	216	557	4,964	21,214
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XX

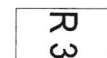
Total Materials Owned	77,884	75,372	57,712
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MONTHLY SYSTEM STATISTICS	2015	2016	% change
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Current month's Circulation	21,027	21,214	0.9%
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Jan. to date circulation	112,654	106,379	-5.6%
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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
21,418	21,603	15,036	15,100	16,480	16,051 Fiction
19,167	19,249	20,732	20,792	9,191	9,225 Nonfiction
					CHILDREN'S BKS
15,617	15,666	14,139	14,151	12,304	12,334 Fiction
8,416	8,459	6,738	6,743	6,319	6,320 Nonfiction
					YA BOOKS
2,258	2,268	3,217	3,259	2,875	2,900 Fiction
518	518	539	516	158	159 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
3,852	3,880	4,275	4,290	4,315	4,307 Sound Rec/Adult
651	660	591	594	926	930 Sound Rec/Child
18	18	29	29	7	7 Online Databases
209	209	170	170	-11	-11 Software
-60	-60			4	4 Vertical Files
5,232	5,296	9,492	9,566	5,428	5,429 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
77,414	77,884	75,120	75,372	58,053	57,712 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5

May 2016

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	135	29	181	39	250	54	566	123
LOCAL HISTORY								
In person	4	1	10	3	1	0	15	4
Letters written	3	3	5	5	0	0	8	8
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	719	30	1228	51	442	18	2389	100
Internet use-Wireless	2170		3255		806		6231	
Computer software used	105	9	107	9	56	5	268	22
VCR Use	0	0	3	0	0	0	3	0
Microforms	5	1	10	1	0	0	15	2
CD ROM/Online databases	142	12	169	14	68	6	379	32
Public FAX24	12		6		8		26	
Typewriter use	0	0	1	0	0	0	1	0
Other equipment used	3	1	24	8	1	0	28	9
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	2		6		2		10	
Outreach activities	60	60	24	16	0	0	84	56
Notarized documents	29	7	7	2	3	1	39	10
Meeting Room Use (no. of group)	67	22	57	19	30	10	154	51
Study room use	25	2	44	4	2	0	71	6
Proctoring	2	1	1	1	0	0	3	2
Tax Forms distributed	0	0	5	0	0	0	5	0
Pull Requests	0	0	5	5	0	0	5	30
E-books downloaded							1434	
IN-HOUSE USE ITEMS	57		273		82		412	
SELF-CHECKOUT USE	200		792		296		1288	
INTERLIBRARY LOANS								
Requests made for:	42	11	75	19	42	11	159	40
Items rec'd for:	39	20	100	50	55	28	194	97
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	7477	10344	4754	22575
Non-resident, paying	1	0	0	1
PLAC card users	0	1	0	1
Reciprocal borrowers	297	467	132	896
Number of New Patrons Added	48	51	29	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	3	18	1	6	0	0	4	24
Children's Programs (0-13)	10	60	20	120	15	90	45	270
Number attending	659		972		1108		2739	
YA Programs (14-17)	3	18	1	6	2	12	6	36
Number attending	418		8		248		674	
Adult Programs	3	18	8	48	0	0	11	66
Number attending	231		165		81		477	
Senior Citizen Programs	7	42	3	18	4	24	14	84
Number attending	69		39		32		140	
Total Number of Programs	26	156	33	198	21	126	80	480
Total Persons Attending	1377		1184		1469		4030	
Total Attending Same Month Last Yr.	1297		1065		1518		3880	
Total Staff Hours Spent		364		444		258	1066	1071
Total Number of In-House Program	19		30		14		63	
Total Attendance	872		329		132		1333	
Total Number of Outreach Program	7		3		7		17	
Total Attendance	505		855		1337		2697	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5346	70.3%	5906	69.1%	3121	63.6%	14373	68.2%
Corporate	1	0.0%	61	0.7%	0	0.0%	62	0.3%
Juvenile 0-11	34	0.4%	130	1.5%	23	0.5%	187	0.9%
Juvenile-AV	939	12.3%	1001	11.7%	709	14.4%	2649	12.6%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	3	0.1%	3	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	237	3.1%	211	2.5%	174	3.5%	622	3.0%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	40	0.5%	56	0.7%	3	0.1%	99	0.5%
Reciprocal YA	2	0.0%	0	0.0%	0	0.0%	2	0.0%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School AV	0	0.0%	5	0.1%	0	0.0%	5	0.0%
St. Joseph College	0	0.0%	39	0.5%	0	0.0%	39	0.2%
Staff	679	8.9%	611	7.1%	547	11.1%	1837	8.7%
Walking books	122	1.6%	152	1.8%	39	0.8%	313	1.5%
YA 12-17	11	0.1%	32	0.4%	5	0.1%	48	3.9%
YA-AV	196	2.6%	345	4.0%	285	5.8%	826	3.9%
Total	7607		8549		4909		21065	
 All items borrowed by nonresidents	 279	 3.7%	 311	 3.6%	 180	 3.7%	 770	 3.7%

Salary Ordinance 2016
Updated 6/13/16

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Hannah Orsag	Clerk	\$9.82	6/14/16	13	D

We have hired Hannah Orsag as DeMotte Clerk, replacing Brandi Birchett, who no longer works for the library.

We have examined and approved the changes to the 2016 Jasper County Public Library Salary Ordinance. Dated 6/13/16.

Quill L. Skarpen
Natalie A. Welling
Jody M. Mith
Janet M. Mith

Internet Use and Safety Policy

Jasper County Public Library (JCPL) multi-use workstations provide access to the Internet, digital information, online catalog and Microsoft Office software.

The Internet contains a wide variety of material and opinions. Some websites contain material that may be inaccurate, defamatory, illegal or offensive to some people. Users are responsible for determining that the information they access is reliable and suited to their needs.

JCPL staff will identify on its homepage selected, particularly useful, websites. They stand ready to guide patrons in finding reliable information on the Internet. JCPL has no control over material residing on the Internet and specifically denies any responsibility for the accuracy or quality of information obtained there.

Privacy/confidentiality: The library cannot guarantee the confidentiality of personal information transmitted over the Internet. Users should closely guard personal information, credit card numbers, passwords, and other types of authorizations when on the Internet. Parents should instruct their children regarding safety and security when using electronic mail, social networking websites, chat rooms, and other forms of direct electronic communication and NEVER to give out personal information (name, address, phone number, etc.) online.

Children and the Internet: Children ages 16 and under must have parental permission to use the Internet or view materials on the Internet. Parents of minors should be aware of the existence of material which they might consider inappropriate for their children and should educate their children to be responsible Internet users. Even though an Internet filter is active on library-owned Internet workstations, parents should realize a filter is only partially effective and monitor their children's use of the Internet. The Library staff cannot determine what a parent will consider appropriate for his/her child. As a part of its Internet Use and Safety Policy the Library highly recommends that parents read Keeping Kids Safer on the Internet, a publication available on the Internet. The library strongly recommends that parents use the Internet access services provided by the library with their children and that the parents provide appropriate supervision.

Online catalog computers give access through the Internet to INSPIRE and other online databases and should only be used for those purposes. Branches with Genealogy computers allow access to the Internet for genealogical research. Genealogy computers/printers/scanners are accessible to all patrons 9th grade and older. Parental consent is not required for minors.

Individuals Using Their Own Equipment: Wireless Internet access is available at all JCPL locations. Patrons are welcome to bring wireless devices into each of our branches, however, technical support is not available for personal devices. **Individuals using their own equipment remain subject to the terms of this policy.** Patrons need to be aware that wireless networks are inherently insecure and it is strongly recommended that they secure their computers.

Rules for Usage: JCPL has the right to set and enforce rules concerning the use of the Internet and to change those rules at any time, without notice. The Library may limit available bandwidth in order to ensure a minimum standard of service to all users. All users, regardless of age, are expected to abide by the following rules:

1. Some material on the Internet is abusive, profane, sexually-oriented or illegal. Accessing these materials from library computers is inappropriate and prohibited. Examples of inappropriate conduct include but are not limited to:
 - use of the Internet for illegal purposes
 - use of the Internet to send or display sexually explicit or sexually suggestive materials
 - use of the Internet to send unsolicited commercial material or spam
 - engaging in harassing behavior such as sending or posting slanderous, sexual, threatening or patently offensive messages
 - activities that could interfere with or disrupt computer users, services, or equipment
2. Copyright restrictions and licensing agreements may not be violated. All communications and information accessible via the Internet should be assumed to be private property.
3. The Library uses Internet filtering software on library-owned workstations. Federal law requires that everyone age 16 and under use the filtering software. Parents may not authorize filter disabling for their children. ~~Adults~~ Those individuals 17 and over may request that the filter be disabled for their own personal use. The library will not override websites identified as having malicious content and/or adware.
4. Because the library is a public place, staff members have the authority to end an Internet session when the Internet Use and Safety Policy is violated. Internet access rights may be suspended or revoked by the JCPL staff at any time, without prior notice, for violation of the conditions of use set forth in this document. JCPL will be the sole arbiter of what constitutes abusive conduct or violation of the JCPL Internet Use and Safety Policy.

5. Use of the Internet by both patrons and staff may be monitored.

6. The Library reserves the right to limit the amount of time users may spend online. In consideration for the privilege of using JCPL's Internet access, users hereby release and hold harmless JCPL from any and all claims of any nature arising from their use, or inability to use, the Internet.

Internet Use Policy (for employees)

The Internet Use and Safety Policy, as stated above, applies to both patrons and employees.

The following additional provisions apply specifically to employees.

All workplace technology--telephone systems, computers, email & voice mail systems, etc., are business equipment owned by JCPL. All communications and activities conducted on company-owned equipment are the property of the library. Employees should have no expectation of privacy when using library-owned equipment.

Passwords used by employees prevent unauthorized access by other employees but should not be construed as creating an expectation of privacy from authorized access for monitoring purposes.

Employees violating library policy with regard to use of workplace technology will be disciplined.

2/96; revised 6/16

Jasper County Public Library Social Media Policy

All employees must act professionally and refrain from behavior, both on and off the job, that could adversely impact the Library's reputation or mission. You must treat co-workers, patrons, and those with whom the Library has a business relationship respectfully at all times, including when posting and transmitting through social media. Social media includes, but is not limited to, social networking websites (e.g., Facebook, Twitter, Instagram, Snapchat, etc.), chat rooms, mailing lists, and web logs ("blogs").

Unless management specifically approves otherwise, employees are only allowed to use the Library's equipment or software to access social media on non-working time (i.e., during breaks and/or for limited periods of time before your work shift begins or after your work shift ends).

While we support your use of social media as a vehicle for social and business networking, you must understand and adhere to the following, regardless of whose equipment or software you are using or when you are using it:

- (1) Do not present yourself as a representative of the Library. Social media indicating your place of employment must include a disclaimer that the opinions provided do not represent the views of the Library. Content placed on social media regarding the Library or its officers, management, employees, vendors, or patrons must be free of any impression that the views expressed are anything more than personal opinion; in other words, such content must make clear that it does not represent the views of the Library or its management.

- (2) Do not express personal opinions that are disparaging ~~or~~ derogatory, or maliciously false about the Llibrary, its officers, management, employees, vendors, or patrons, either by name or by implication.
- (3) Respect the privacy of other employees and refrain from posting photographs, opinions, or other information that may portray other employees, the Llibrary or business relationships with the Llibrary in a negative manner.
- (4) Do not place content on social media that is discriminatory, violent, vulgar, obscene, threatening, intimidating, harassing, slanderous or similarly unlawful or that violates the Llibrary's policies, including but not limited to its equal employment opportunity/anti-harassment, confidential information, outside work, workplace violence, and employee conduct policies. Examples of such conduct include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment based on any status protected by law.
- (5) Do not post any information that could identify any particular employee, patron, or entity with whom the Library has a business relationship unless you have an independent relationship with that person or entity.
- (6) Do not publish confidential information, including, but not limited to, trade secrets, proprietary information, and all other non-public information and data about patrons, the Llibrary, and ~~its~~ the Library's business. If you are uncertain whether information is confidential, ask the Director.
- (7) Comply with copyright laws, and do not plagiarize. Do not use the Llibrary's logos or trademarks without prior written consent.
- (8) Do not let use of social media interfere with work commitments or performance.

If you learn of social media use that is inconsistent with the requirements of this policy, immediately notify the Director. Violations of this policy may result in

disciplinary action up to and including discharge. (This policy does not prohibit legally-protected conduct.)

Adopted 6/11/12; revised 6/16

**Director's Report
May 2016**

Consent Agenda

You will be approving the minutes of the May board meeting, bills, and financial reports.

2016 Salary Ordinance: There are updates to the salary ordinance this month. Please see R 7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

Policies for Review: Three policies are up for review in June: Study Room Use, Internet Use and Safety, and Social Media. No revisions are recommended to the Study Room Use Policy. A simple revision is recommended to the Internet Use and Safety Policy. Our attorney reviewed our Social Media Policy and recommended several revisions. Please see R 10 and R 15. **If you approve the Consent Agenda Items you will approve revisions to the Internet Use and Safety Policy and Social Media Policy as presented.**

General Business:

Annual Report of Webmaster: Our webmaster will share library website success stories and/or impacts in her annual report.

2017 Budget Committee: We will meet with our DLGF Field Rep on August 5 to review budget paperwork. This means that we will need to meet with the Budget Committee August 4 or thereabouts to review budget recommendations. Committee members include: Mark Heinig, chair; Jody Melton, and Janet Umlauf. We will establish a more specific date and time for this meeting as we get closer to the date.

DeMotte Touch of Dutch Festival: The Festival will be held on Saturday, August 13 in DeMotte at Spencer Park. A 5 K Run begins at 8am near the library and follows the same route as usual. A parade is scheduled in the morning. Managing Librarian, Debbie, recommends being closed on Festival day due to congestion around the library and struggles of getting to the library. The Friends of the Library will hold a book sale in the library meeting room, and one staff member will remain at the library all day, even if the library is closed to the public. Janitor hours will be staggered that day to maintain restrooms that would be used by 5K runners and book sale attendees. This would be in keeping with what we have done in the past. Board approval is needed to close the DeMotte Library or modify hours on August 13.

Director's Report:

Here is a copy of an email that I sent to all staff on May 19, 2016:

*In recent weeks we have found some drug paraphernalia on property at Rensselaer Library. I have consulted with police personnel, and in consideration of what I have learned, here is our procedure **for all library locations**.*

If you find drug paraphernalia on library property –

- 1. Do not touch it.**
- 2. Call the police, tell them what you have found, and ask them to send an officer to look at it and remove it from library property.*
- 3. While awaiting the police, please keep an eye on what you have found to ensure that someone does not inadvertently step on it or touch it.*
- 4. When the officer arrives show them what you have found. Ask them to remove it from the property.*
- 5. Fill out an Incident Report.*

Here is a link to some information for your education

<https://getsmartaboutdrugs.com/drugs> . You will find images of drugs and drug paraphernalia.

*Do not hesitate to contact the police anytime you have a concerning situation at your library. That is **always** the proper course of action. **If you are concerned, call them.***

We have launched many new services and opportunities for patrons in 2016. Response has been overwhelmingly positive! Here is a summary: our Indiana State Park Passes have been checked out 23 times; in the first month alone our Public Fax Service was used 26 times; 114 children have registered for our 1000 Books Before Kindergarten program with 5 students reaching the 100 book milestone; our digitized yearbooks have been viewed over 1600 times since they were launched. Our VHS to DVD Converters have also had some use. It has been reported to me that some patrons were expecting staff to do the converting for them rather than their using the equipment themselves. We will continue to promote this self-service opportunity. Our Milroy items were safely conveyed to the Ft. Wayne Museum of Art in May and are now on display with Alexander Lawrie's portraits. We will be planning a field trip to see this exhibit before it closes August 21. It took a lot of planning, hard work, and energy to launch so many things nearly simultaneously. I am excited about all that has been accomplished. We are meeting community need, the overarching goal of our Long Range Plan!

We have several facility related projects on the roster for this summer and early fall. We will be replacing the counters in the men's and women's bathrooms at the Rensselaer Library. I will have a color sample to show you at our June meeting. We will be replacing the tile floor in the DeMotte Library foyer. I will initiate quote seeking this month. We will be wrapping the fascia at the Wheatfield Library. When we had the roof inspected this spring it was pointed out to us that some of the fascia is rotting. It is cheap press board and prone to rot. We were advised to wrap the fascia in aluminum within the next year or two or we would very likely be replacing all of it in five years. We will select a color that matches the soffit.

Indiana Code 5-11-1-27 requires each political subdivision to maintain a system of internal control to promote government accountability and transparency. At JCPL we have and continue to practice good internal control, however, the law now requires us to draft Internal Control Standards and Procedures and train all staff. This work must be completed by the end of 2016 and be adopted by board resolution. Rayann and I have attended two internal control seminars presented by Ronda Conrad, a Governmental Accounting Consultant and former Auditor for the State Board of Accounts (SBA). I have also read the Uniform Internal Standards for Indiana Political Subdivisions manual created by SBA. The training and the manual have provided much needed direction (each unit has to write their own standards and procedures that contain required elements) so our standards and procedures are underway. It is my goal that they will be finished and ready to present to the board in October or November. This is a very time consuming and tedious process as so much is expected.

Related to the Internal Controls Standards, two new policies are also under construction: Ethics and Materiality. We do have Ethics Policies currently in place for Board and Staff but they are no longer sufficient. Materiality is a new requirement. I hope to have both of these policies ready to present to the Board in July.

We received our spring tax draw as expected. We have received over 50% of our anticipated tax revenue for the year.

At our May meeting I reported to you that the library was currently being audited for the years 2012, 2013, 2014, and 2015. Just after the board meeting the auditor completed her work and told us she had no written comments - 'good job!'. An exit interview was scheduled for May 24 with Jody, as Mark would be out of town with the Rensselaer Central Schools Washington DC trip. On May 17

I received the following email from our auditor: *I am sorry to tell you that I am going to have to postpone the exit that was scheduled for May 24th. The Quality Control Department (QC) in Indianapolis has decided that for the examination years that the field staff was providing compliance letters that we really needed to do additional work. With that being said, I will need to come back and perform additional work on the 2012 and 2013 receipts and disbursements. I am not exactly sure when I will be coming back, but I wanted to postpone the exit until after I finish the additional work that QC is requiring. I hope that this does not cause too much inconvenience for you and your staff. If you have any questions you can email me. Thanks for your understanding. I have not heard from her or seen her since, so I will keep you posted.*

We partnered with Troopers Jacob Raupp and Ryan Hovarter of the Indiana State Police to offer two opportunities for our staff and community to attend ISP's Unarmed Response to the Active Shooter training. This training was designed to create awareness and to provide alternatives for surviving an active shooter event. I wanted staff to receive this training and recognized that others in the community might also be interested so suggested that we make this program available to the public. Evie volunteered to coordinate these programs which were held at Rensselaer and DeMotte Libraries in May. We will be talking more about what we have learned and may be wondering about at our May Management Meeting.

Long Range Plan/Technology Plan Update: Since our last update we have completed the following: sought grant for charging stations; installed replacement pcs at each library; created a Student Portal shortcut on all patron and staff pcs; viewed various webinars; replaced all laptops in mobile lab with new Windows 10 laptops; filed 470 Grant for local and long distance telephone service; provided barcode scanner for DeMotte Children's Librarian; reviewed Financial PC security; uploaded Kankakee Valley High School/DeMotte High School/Covenant Christian High School yearbooks to Internet for public access; provided needed input for SRCS project start-up, Joint Catalog; offered various Makerspace programs and expressed interest in joining a NWI Makerspace Counterparts group; digitized oral histories at DeMotte Library; added Fax 24 Scan service for patrons at each library; researched Niche Academy for offering patron/staff online tutorials; scanned Vintage Views and made accessible from inside the library; continued to improve library landscaping at all locations; provided Active Shooter training for staff and the public simultaneously; continued working with various community groups – Chamber, Rotary, etc.; offered a variety of outreach programs in each of our communities; visited Kankakee Valley High School seniors to promote use of library services post high school; launched 1000 Books Before Kindergarten Program; engaged our community through the use of social media (Facebook, Instagram, Pinterest, etc.); attended various conferences, counterparts meetings, and workshops; offered a variety of in-house programs for all ages; promoted Earth Day, Children's Book Week and National Library Week; deselected materials no longer needed in our collection; supported Kankakee Valley Schools e-Learning day; painted interior spaces; participated in Books to Bridge program planning

meetings/activities; presented numerous Bicentennial-related programs; offered an in-house HR training workshop for supervisors; promoted the library via various radio spots; held a juried art event in conjunction with our 1000 Books reading log; offered Money Smart Week programming; loaned a portion of our General Milroy collection to the Ft. Wayne Museum of Art; welcomed various school groups who visited the library.

System Administrator News

Sheila attended the May NICCL meeting which was held in Huntington, IN. She reports, "I usually attend webinar meetings but skip the in-person meetings because they are at least a couple of hours away. This quarter, I drove to Huntington for the meeting as they were discussing conference scholarships and changing the Interlocal Agreement. The meeting was well worth the drive. We had a demo of SRCS by Steven Schmidt from the ISL. We had a presentation from a past conference scholarship recipient on what she learned at the Computers in Libraries conference in March. We discussed a possible 60% discount off Manufacturer List price for Lenovo computers, and discounts on the Niche Academy online tutorial. ... Finally, we discussed scheduling regular technology workshops for the group."

Sheila researched statistics that are available via archive.org to determine how many times our digitized yearbooks have been viewed. Since they were launched in April, they have been viewed over 1600 times!

Technical Services News

Becky reports that she "attended the SRCS training meeting at Pulaski County Public Library. The presentation was somewhat helpful, but didn't really answer our questions about how the process will work with TLC. We did find out that the Indiana State Library will be having separate webinars for Evergreen libraries and TLC libraries where we hope there will be more "nuts and bolts" information about how things will work with our branches, how the holds will be pulled, and generally what procedures will need to be put in place. Until we know how TLC will work with the product, we can't really plan procedures."

She also reports that she "got caught up on DVDs and Blu-rays purchased at the last AV shopping trip, and is now including donated items to her workload."

DeMotte Library News

Debbie reports, "DNR Nature Preserves program was well attended. Tom Post shared information about the purpose and protection of the Indiana nature preserves. He had handouts for the nature preserves in Jasper and Newton County that can be visited for free by residents. All the information was highlighted with the Indiana Bicentennial in focus."

She continues, "Marlene, Yvonne, and Kim helped plan and organize Jill's retirement party. It was a nice event and a good tribute to Jill for all of her years of service here at JCPL. A tree was also planted in Jill's honor."

Rensselaer Library News

Linda reports, "We are appreciative of Ron Jordan nominating us for the Jasper Foundation "Way to Go" grant. We received \$500 to use for our Summer Reading Program!"

She continues, "Mike Harmless presented the library with a signed copy of the beautiful 2nd ed. copy of The History of the Indianapolis 500 by Donald Davidson. The 500 is celebrating its 100th run this year. We were one of the 40 libraries chosen to receive a personal appearance and signed copy. Unfortunately, Mr. Davidson was called to the track on our day. But he did a phone interview for our radio station WLQI."

Wheatfield Library News

Evie reports, "I offered a program on politics, "Mudslinging, Muckraking, and Apple Pie," which was very informative and interesting, and I also offered the monthly book discussion and morning movie."

Evie was down two staff members for a portion of May. She reports, "We have been trekking along with 2/3rds of our full-time staff, which requires each of us to work more time at the circulation desk, and Nanette and I have had to take on extra responsibilities – mostly processing new materials, adding magazines, and ordering AV materials. Thank goodness we have such great clerks, who are dependable and willing to lend a hand whenever needed! On top of all this, Nanette has put up new book displays and ordered new Large Print materials. I have been working a lot on weeding – I finished the nonfiction collection, which included moving an entire shelving unit about 6 feet so that all nonfiction is on one side of the "gap" that opens to the stone room, as well as rearranging the furniture in the stone room so that we are better able to observe patrons using the space. I am now working on the fiction collection."

Please contact me if you are unable to attend the June board meeting or if you have any questions about materials in your packet.-Patty

JCPL FINANCIAL STATEMENT

May 31, 2016

	<u>Beginning 2016 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$621,832.00	\$196,913.20	\$905,092.01	\$496,318.66	\$856,577.66	\$573,317.65
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$11,733.55	\$1,123.64	\$2,791.42	\$2,561.45	\$6,973.43	\$15,915.56
DeMotte	\$3,280.63	\$330.47	\$1,070.34	\$285.33	\$2,657.33	\$4,867.62
Rensselaer	\$5,790.86	\$323.30	\$913.61	\$1,032.00	\$2,747.71	\$7,624.96
Wheatfield	\$2,662.06	\$469.87	\$807.47	\$1,244.12	\$1,568.39	\$3,422.98
Library Improvement Reserve Fund	\$174,701.97	\$0.00	\$28,495.58	\$12.82	\$62.38	\$146,268.77
Bond & Interest Redemption Fund	\$172,158.96	\$0.00	\$163,903.50	\$97,851.18	\$97,851.18	\$106,106.64
Rainy Day Fund	\$311,013.21	\$0.00	\$0.00	\$0.00	\$1,019,939.69	\$1,330,952.90
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$7,264.32	\$1,081.00	\$5,405.00	\$0.00	\$0.00	\$1,859.32
Capital Projects Fund	\$1,278,989.78	\$0.00	\$0.00	\$4.73	\$22.49	\$1,279,012.27
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$98.60	\$0.00	\$98.60	\$0.00	\$0.00	\$0.00
Sales Tax	\$173.69	\$0.00	\$157.31	\$29.34	\$111.72	\$128.10
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Settlement Fund	\$12,908.92	\$0.00	\$0.00	\$0.00	\$0.00	\$12,908.92
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$9,710.32	\$42,692.28	\$9,710.32	\$42,692.28	\$0.00
FICA Tax Collected	\$0.00	\$7,993.71	\$38,560.64	\$7,993.71	\$38,560.64	\$0.00
State Tax Collected	\$3,565.69	\$3,729.76	\$18,048.27	\$3,767.10	\$18,249.63	\$3,767.05
County Tax Collected	\$2,786.38	\$2,788.03	\$13,699.13	\$2,819.80	\$13,732.60	\$2,819.85
Deferred Comp.	\$0.00	\$2,010.00	\$10,050.00	\$2,010.00	\$10,050.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,658.08	\$18,226.51	\$3,658.12	\$18,228.45	\$1.94
Employee Life Insur.	\$0.00	\$182.07	\$920.35	\$182.08	\$920.40	\$0.05
Employee INPRS	\$0.00	\$3,199.02	\$15,488.98	\$3,199.02	\$15,488.98	\$0.00
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,597,497.07	\$232,388.83	\$1,263,629.58	\$630,118.33	\$2,139,461.53	\$3,473,329.02

Bank Balances**Jasper County Public Library****Report as of: 5/31/16**

Bank		
1	Alliance Bank	\$1,946,362.37
2	Demotte State Bank	\$14,812.97
3	CD#002-0668943762 Fifth Third Bank	\$500,000.00
4	PNC Bank	\$11,883.68
5	Cash On Hand	\$270.00
7	CD#002-0668943754 Fifth Third Bank	\$275,000.00
8	CD#002-0668943770 Fifth Third Bank	\$725,000.00
Total all banks =		\$3,473,329.02

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 100OPERATING FUND

Jasper County Public Library

Report Date: From 5/1/16 To 5/31/16

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$67,558.00	\$0.00	\$67,558.00	\$5,595.20	\$27,911.00	\$39,647.00	41.3
1.12 SALARY OF ASSISTANTS	\$1,091,370.00	\$0.00	\$1,091,370.00	\$95,035.26	\$456,970.27	\$634,399.73	41.9
1.13 WAGES OF JANITORS	\$88,012.00	\$0.00	\$88,012.00	\$6,957.53	\$34,628.11	\$53,383.89	39.3
1.21 EMPLOYER'S SHARE-FICA	\$95,391.00	\$0.00	\$95,391.00	\$7,993.71	\$38,560.64	\$56,830.36	40.4
1.22 UNEMPLOYMENT COMPENSATION	\$3,517.00	\$0.00	\$3,517.00	\$0.00	\$4,205.05	(\$688.05)	119.6
1.23 EMPLOYER'S CONTRIB.- PERF	\$109,799.00	\$0.00	\$109,799.00	\$9,725.82	\$46,457.44	\$63,341.56	42.3
1.24 EMPLOYER'S CONTRIB.- INS.	\$149,936.00	\$0.00	\$149,936.00	\$10,363.45	\$53,983.08	\$95,952.92	36.0
Subtotal	\$1,605,583.00		\$1,605,583.00	\$135,670.97	\$662,715.59	\$942,867.41	41.3
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
2.12 STATIONERY AND PRINTING	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,500.00	\$0.00	\$8,500.00	\$820.53	\$3,150.97	\$5,349.03	37.1
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$250.30	\$1,845.29	\$4,154.71	30.8
2.23 OTHER OPERATING SUPPLIES	\$7,000.00	\$0.00	\$7,000.00	\$173.36	\$1,407.85	\$5,592.15	20.1
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$234.31	\$765.69	23.4
2.32 PAINT AND PAINTING SUPPLIES	\$400.00	\$0.00	\$400.00	\$0.00	\$180.64	\$219.36	45.2
2.33 REPAIR PARTS	\$1,500.00	\$0.00	\$1,500.00	\$5.98	\$100.89	\$1,399.11	6.7
2.41 LIBRARY SUPPLIES	\$15,350.00	\$0.00	\$15,350.00	\$795.94	\$3,981.71	\$11,368.29	25.9
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$32.88	\$32.88	\$17.12	65.8
Subtotal	\$40,900.00		\$40,900.00	\$2,078.99	\$10,934.54	\$29,965.46	26.7
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$47.50	\$641.25	\$5,358.75	10.7
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$275.00	\$1,169.25	\$8,830.75	11.7

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<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Spent</i>
3.145 DATABASES & LICENSING SERVICES	\$21,552.00	\$0.00	\$21,552.00	\$6,530.60	\$11,731.60	\$9,820.40	54.4
3.146 E-BOOKS SERVICES	\$18,500.00	\$0.00	\$18,500.00	\$0.00	\$13,000.00	\$5,500.00	70.3
3.21 TELEPHONE	\$3,800.00	\$0.00	\$3,800.00	\$172.04	\$1,705.50	\$2,094.50	44.9
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$944.00	\$1,241.16	\$1,758.84	41.4
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$1,705.75	\$5,965.96	\$14,034.04	29.8
3.24 PROFESSIONAL MEETINGS	\$10,768.00	\$0.00	\$10,768.00	\$1,192.31	\$3,570.43	\$7,197.57	33.2
3.25 FREIGHT	\$2,000.00	\$0.00	\$2,000.00	\$140.69	\$459.80	\$1,540.20	23.0
3.26 NETWORKING	\$64,860.00	\$0.00	\$64,860.00	\$0.00	\$0.00	\$64,860.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$600.00	\$0.00	\$600.00	\$0.00	\$173.90	\$426.10	29.0
3.33 MARKETING ADVERTISING	\$1,800.00	\$0.00	\$1,800.00	\$329.96	\$1,753.68	\$46.32	97.4
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$50.00	\$200.00	20.0
3.42 OTHER INSURANCE	\$31,000.00	\$0.00	\$31,000.00	\$12,688.00	\$16,545.00	\$14,455.00	53.4
3.51 GAS	\$45,000.00	\$0.00	\$45,000.00	\$909.95	\$7,094.07	\$37,905.93	15.8
3.52 ELECTRICITY	\$100,000.00	\$0.00	\$100,000.00	\$7,069.48	\$32,040.23	\$67,959.77	32.0
3.53 WATER	\$4,000.00	\$0.00	\$4,000.00	\$350.15	\$1,554.60	\$2,445.40	38.9
3.54 WASTE DISPOSAL SERVICES	\$6,500.00	\$0.00	\$6,500.00	\$599.88	\$2,981.20	\$3,518.80	45.9
3.61 BUILDING & STRUCTURES	\$66,922.00	\$0.00	\$66,922.00	\$5,249.25	\$14,783.65	\$52,138.35	22.1
3.62 EQUIPMENT REPAIRS	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.0
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$9.95	\$198.75	\$101.25	66.3
3.91 DUES	\$1,900.00	\$0.00	\$1,900.00	\$161.00	\$414.00	\$1,486.00	21.8
3.93 TAXES & ASSESSMENTS	\$250.00	\$0.00	\$250.00	\$904.08	\$904.08	(\$654.08)	361.6
3.94 TRANSFER TO LIRF	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$52.30	\$95.20	\$4.80	95.2
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$117,119.00	\$0.00	\$117,119.00	\$1,659.89	\$33,275.42	\$83,843.58	28.4
Subtotal	\$639,341.00		\$639,341.00	\$40,991.78	\$151,348.73	\$487,992.27	23.7
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$50,714.00	\$0.00	\$50,714.00	\$0.00	\$2,352.21	\$48,361.79	4.6
4.5 OTHER CAPITAL OUTLAYS	\$0.00	\$0.00	\$0.00	\$0.00	\$107.50	(\$107.50)	0.0

1536

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Spent</i>
4.51 BOOKS	\$160,000.00	\$0.00	\$160,000.00	\$12,429.66	\$53,611.00	\$106,389.00	33.5
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$827.88	\$7,598.58	\$17,401.42	30.4
4.53 NONPRINTED MATERIALS	\$58,000.00	\$0.00	\$58,000.00	\$4,913.92	\$16,423.86	\$41,576.14	28.3
Subtotal	\$293,714.00		\$293,714.00	\$18,171.46	\$80,093.15	\$213,620.85	27.3
Grand Total	\$2,579,538.00	\$0.00	\$2,579,538.00	\$196,913.20	\$905,092.01	\$1,674,445.99	35.1

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for

155STATE TECHN.FUND GRANT

Jasper County Public Library

Report Date: From 5/1/16 To 5/31/16

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
3. Other Services and Charges							
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$1,081.00	\$5,405.00	(\$5,405.00)	0.0
Subtotal	\$0.00		\$0.00	\$1,081.00	\$5,405.00	(\$5,405.00)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$1,081.00	\$5,405.00	(\$5,405.00)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Voucher List

Jasper County Public Library

Report Date: From 5/1/16 To 5/31/16

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
34645	316	4IMPRINT, INC.	5/9/16	Promotional totes	\$329.96
34646	317	AARON'S LAWN CARE	5/9/16	Snow removal, mowing, edging, spring clean-up	\$1,778.00
34647	318	ACE HARDWARE	5/9/16	Paint stripper, weed killer	\$28.98
34648	319	ANTHEM BLUE CROSS BLUE	5/9/16	Health Ins. Premiums- May 2016	\$12,597.76
34649	320	ANTHEM LIFE	5/9/16	Life Ins. Premiums- May 2016	\$100.62
34650	321	BAKER & TAYLOR	5/9/16	Books, Continuations, AV, Auto. Yours	\$10,503.08
34651	322	BLUETARP FINANCIAL, INC	5/9/16	Ground light repair parts, duct tape	\$15.97
34652	323	CARDINAL OFFICE PRODUCT	5/9/16	DeM: Quarterly maintenance agreement on work room copier 1/21-4/21/16	\$877.28
34653	324	CIRCLE R ELECTRIC, INC.	5/9/16	DeM, Rens, Wh: Install fax lines	\$1,722.78
34654	325	CONSOLIDATED INSURANCE	5/9/16	Semi-annual premium for building insurance; annual premium for workman's comp	\$12,688.00
34655	326	DANIELLE NORDENGREEN	5/9/16	Refund to patron who overpaid for items.	\$52.30
34656	327	DEBORAH KRISTOFF	5/9/16	Mileage 3/29-4/28/16: Reference Counterparts, Management Meeting, HR Training, Librarian's Council meeting	\$94.50
34657	328	DELTA DENTAL	5/9/16	Dental Ins. Premiums-May 2016	\$551.19
34658	329	DEYOUNG PLUMB, HTG, & AIR	5/9/16	DeM: Install & test 1" RPZ back flow device	\$850.00
34659	330	EBSCO INFORMATION SERVI	5/9/16	Database Renewals 5/1/16-4/30/17 (Automotive Repair Reference Center & Small Business Reference Center)	\$3,000.00
34660	331	ENA SERVICES LLC	5/9/16	Internet Service- April 2016	\$1,081.00
34661	332	EVELYN BRISTOL	5/9/16	Mileage 2/8-4/26/16: Grant Committee meeting, Management meetings, Walking Books, School Visit, Branch Counterparts, PLA, pick up supplies, HR meeting; Management Meeting expenses	\$178.47
34662	333	FINDAWAY WORLD, LLC	5/9/16	Playaways	\$458.93
34663	334	THE GREAT COURSES	5/9/16	AV	\$537.35
34664	335	HAMSTRA BUILDERS, INC.	5/9/16	Wh: Adjust air flow in study room	\$150.00
34665	336	INDIANA WASTE SERVICE	5/9/16	DeM: Trash pick-up May 2016	\$87.70
34666	337	JANICE WILMA	5/9/16	Mileage 1/14-4/14/16: Management meetings, Counterparts meeting, Vendor meeting, workshop, AV Shopping, PLA; children's supplies	\$389.77
34667	338	JASPER COUNTY TREASURE	5/9/16	DeM: Tax bill for ditch & property	\$904.08
34668	339	KIRBY RISK CORPORATION	5/9/16	Outdoor motion light, lightbulbs	\$50.60
34669	340	LINDA POORTENGA	5/9/16	Mileage 4/14-4/22/16: Management meeting, B2B	\$73.44
34670	341	MIDWEST COLLABORATIVE F	5/9/16	Online Database Renewals (Ancestry Library, HeritageQuest, Tumblebooks) 7/1/16-6/30/17; MCLS Annual Membership Fee (7/1/16-6/30/17)	\$3,655.60
34671	342	MIDWEST TAPE	5/9/16	Audiobooks	\$104.97
34672	343	NETWISE RESOURCES	5/9/16	Rens: staff copier quarterly service agreement	\$629.07
34673	344	NITCO	5/9/16	DeM: Local Phone & Fax Service May 2016	\$155.76
34674	345	OLLIS BOOK CORPORATION	5/9/16	Books	\$1,446.43
34675	346	PATTY STRINGFELLOW	5/9/16	Mileage 4/4-4/29/16: 1000 Books Program Jury Art & Program Planning, Management Meeting, Branch Visits, Librarian's Council Meeting	\$113.40
34676	347	POSTMASTER	5/9/16	Stamps	\$944.00
34677	348	RACHEL WILKINSON	5/9/16	Spring Festival supplies	\$11.48
34678	349	RAYANN GILMORE	5/9/16	Mileage 1/14-5/2/16: Management meeting, bank deposits, Post Office, pick up supplies, Courthouse, cash petty cash check, drop off bank account paperwork, drop off legal ad, laundry, Board meeting, pick up Ash Tree treatment	\$64.04
34679	350	RELIABLE EXTERMINATORS, I	5/9/16	Rens: Exterior treatment	\$152.00

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
34680	351	RENSSELAER ROTARY CLUB	5/9/16	March & April 2016 dues & meals	\$126.00
34681	352	REPUBLIC SERVICES #715	5/9/16	Wh: Trash Service- May 2016	\$73.17
34682	353	ROSEN PUBLISHING	5/9/16	Books	\$1,138.30
34683	354	ROWMAN & LITTLEFIELD PUB	5/9/16	Book	\$94.69
34684	355	SCHOLASTIC LIBRARY PUBLI	5/9/16	Book	\$5.21
34685	356	TERRENCE LYNCH	5/9/16	Summer Reading Program Presenter	\$275.00
34686	357	HIGHSMITH- UPSTART- EDUP	5/9/16	Summer Reading supplies	\$700.24
34687	358	VISION SERVICE PLAN	5/9/16	Vision Ins. Premiums- May 2016	\$226.67
34688	359	WAL-MART COMMUNITY/RFC	5/9/16	DVDs, CDs, books, children's supplies, summer reading prizes, batteries, binders, cleaning supplies, Movie program supplies, Cook the Book program supplies, hex keys, marketing table	\$3,524.69
34689	360	ZIESE PLUMBING, HEATING, &	5/9/16	Rens: Repair back flow preventer, turn on water spigots on east side of building	\$596.47
0	361	PAYROLL	5/10/16	PAYROLL	\$49,975.67
0	362	BILL HROMADA	5/10/16	Courier Mileage 4/16-4/30/16 (Conf. #389)	\$334.80
0	363	GREAT-WEST RETIREMENT S	5/10/16	Annuity Contributions withheld 5/10/16 Payroll (Conf. #390)	\$1,005.00
0	364	INDIANA DEPARTMENT OF RE	5/10/16	State & County Taxes withheld April 2016 Payrolls (Ref. #55530)	\$6,517.79
0	365	INPRS fbo PERF	5/10/16	INPRS Contributions 5/10/16 Payroll	\$5,918.61
0	366	IRS USA TAXPAYMENT	5/10/16	Federal Withholding, Medicare, & FICA withheld 5/10/16 Payroll & Ins. (Acknowledgement#15199383)	\$11,387.83
0	367	TOWN OF DEMOTTE	5/10/16	DeM: Water & Sewer Service- April 2016 (Conf. #388)	\$171.29
0	368	TOWN OF DEMOTTE	5/10/16	DeM House: Water & Sewer Service- April 2016 (Conf. #387)	\$84.72
34690	369	BUSINESS CARD	5/9/16	PLA expenses, Minecraft gaming accounts, children's supplies, Staff Party expenses, Teen program supplies, weed preventer, light covers, Management meeting expenses, B2B expenses	\$1,341.79
34691	370	CAROLYNN DeVRIES	5/9/16	Mileage 5/5/16: Summer Reading shopping	\$41.04
34692	371	CENTURYLINK	5/9/16	Long distance phone service- April 2016	\$16.28
34693	372	CULLIGAN WATER CONDITIO	5/9/16	Wh: Water Cooler Rental-May 2016, 5-gallon drinking water- 9	\$76.50
34694	373	DEMCO	5/9/16	Book pockets, acrylic frames, brochure holder, literature holder, bookmarks, book tape, clear tape, easels, 1000 Books before Kindergarten stickers & wall display	\$298.41
34695	374	DUMAS & MAHNESMITH P.C.	5/9/16	Legal Assistance: Insurance	\$47.50
34696	375	GALE/CENGAGE LEARNING	5/9/16	Books	\$62.50
34697	376	HP Products	5/9/16	M-folds, trash bags, Return toilet paper dispensers	\$52.07
34698	377	MELISSA J. WIDNER	5/9/16	Truffles program supplies	\$30.55
34699	378	NIPSCO	5/9/16	Gas & electric service	\$4,813.24
34700	379	OFFICE DEPOT	5/9/16	Index cards, CD/DVD file folders, electric pencil sharpeners, super glue, colored copy paper, kleenex, pens, construction paper, copy paper, portfolios, contact paper, permanent markers, literature holder, paper clips, tape, binder clips, card stock	\$620.61
34701	380	QUILL CORPORATION	5/9/16	Index cards, correction tape, lysol spray, colored paper roll, ink cartridges, chair mat, sticky notes, binders, CD/DVD file folders, duct tape, toner cartridges, tape	\$763.85
34702	381	RENSSELAER REPUBLICAN	5/9/16	DeM: Newspaper subscription Acct# 0038530	\$137.00
34703	382	RONDA CONRAD	5/9/16	Internal Control Seminar registrations: P. Stringfellow, R. Gilmore	\$80.00
0	383	SAGE PAYMENT SOLUTIONS	5/9/16	Merchant Processing Fees- April 2016, (automatic withdrawal on 5/2/16)	\$23.85
34704	384	UNIQUE MANAGEMENT SERVI	5/9/16	Collections: Initial/Secondary Placements- April 2016	\$71.60
34705	385	WALL STREET JOURNAL	5/9/16	DeM: Newspaper subscription Acct# 010560502255	\$430.88
0	386	PAYROLL	5/25/16	PAYROLL	\$57,612.32
0	387	BILL HROMADA	5/25/16	Courier Mileage 5/1/16-5/25/16 (Conf. #393)	\$334.80

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	388	GREAT-WEST RETIREMENT S	5/25/16	Annuity Contributions withheld 5/25/16 Payroll (Conf. #394)	\$1,005.00
0	389	INPRS fbo PERF	5/25/16	INPRS Contributions 5/25/16 Payroll	\$7,006.23
0	390	IRS USA TAXPAYMENT	5/25/16	Federal Withholding, Medicare, & FICA withheld 5/25/16 Payroll & Ins. (Acknowledgement#72263145)	\$14,309.91
0	391	POST TRIBUNE	5/25/16	WH: Newspaper subscription thru 5/30/16 Acct# 34235730	\$260.00
0	392	TOWN OF WHEATFIELD	5/25/16	Wh: Sewer Service- May 2016 (Conf# 391)	\$56.65
0	393	AFLAC	5/25/16	Supplemental Insurance May 2016 (Conf. #395)	\$727.36
0	394	CITY OF RENSSELAER	5/25/16	RENS: Utilities 4/8-5/9/16 (Conf. #396)	\$3,576.14
0	395	SPARKPAY	5/31/16	Merchant Processing Fees- May 2016	\$20.79
0	396	ALLIANCE BANK	5/10/16	Direct Deposit Fees - April 2016	\$37.30
Total Amount of Claims					\$232,388.83

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, June 07, 2016

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$232,388.83

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
May 31, 2016

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,600.08	\$12,757.53
DeMotte	\$800.20	\$3,926.31		
Rensselaer	\$1,259.44	\$5,466.81		
Wheatfield	\$540.44	\$3,364.41		
PHOTOCOPIES:			\$851.45	\$4,394.42
DeMotte	\$356.30	\$1,742.94		
Rensselaer	\$300.95	\$1,599.78		
Wheatfield	\$194.20	\$1,051.70		
INTEREST (Checking, Repurchase, CDs):.....			\$143.36	\$317.09
TAXES:			\$492,471.23	\$834,709.87
Property Tax	\$400,608.28	\$400,608.28		
LOIT	\$17,903.58	\$89,517.90		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$6,303.29	\$6,303.29		
Local Option/Certified Shares	\$55,240.08	\$276,200.40		
Local Option/Property Tax Repl.	\$12,416.00	\$62,080.00		
TAXABLE SALES:-.....			\$2.54	\$25.46
REFUNDS:			\$250.00	\$4,373.29
Rebates/Refund	\$0.00	\$0.00		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$250.00	\$1,300.00		
Reimbursement	\$0.00	\$333.69		
Fixed Asset Sales	\$0.00	\$0.00		
Miscellaneous Receipts	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$2,739.60		
TOTAL OPERATING FUND RECEIPTS.....			\$496,318.66	\$856,577.66
PLAC FUND:.....			\$0.00	\$0.00
GIFT FUNDS:			\$2,561.45	\$6,973.43
DeMotte	\$285.33	\$2,657.33		
Rensselaer	\$1,032.00	\$2,747.71		
Wheatfield	\$1,244.12	\$1,568.39		
LIB. IMPROV. RESERVE FUND:			\$12.82	\$62.38
Interest Earned	\$12.82	\$62.38		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$97,851.18	\$97,851.18
Property Tax	\$96,568.47	\$96,568.47		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$1,282.71	\$1,282.71		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$1,019,939.69
Special CAGIT Distribution	\$0.00	\$0.00		
Special LOIT Distribution	\$0.00	\$1,019,939.69		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$4.73	\$22.49
Interest Earned	\$4.73	\$22.49		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$0.00
SALES TAX:-.....			\$29.34	\$111.72
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$0.00
Interfund Transfer	\$0.00	\$0.00		
INSURANCE SETTLEMENT FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$596,778.18	\$1,981,538.55

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WITHHOLDING ACCOUNT FUNDS:

			\$33,340.15	\$157,922.98
FIT Tax Collected	\$9,710.32	\$42,692.28		
FICA Collected	\$7,993.71	\$38,560.64		
State Tax Collected	\$3,767.10	\$18,249.63		
County Tax Collected	\$2,819.80	\$13,732.61		
Deferred Comp Plan	\$2,010.00	\$10,050.00		
Pre-tax Insurance Plans	\$3,658.12	\$18,228.45		
Life Insurance	\$182.08	\$920.40		
INPRS	\$3,199.02	\$15,488.98		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$630,118.33	\$2,139,461.53

Voucher List

Jasper County Public Library

Report Date: From 6/1/16 To 6/13/16

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	397	PAYROLL	6/10/16	PAYROLL	\$50,989.09
34706	398	4IMPRINT, INC.	6/13/16	1000 Books before Kindergarten tote bags	\$190.85
34707	399	AARON'S LAWN CARE	6/13/16	Mowing & edging	\$1,098.00
34708	400	ACE HARDWARE	6/13/16	Plumbing repair supplies, children's supplies	\$48.48
34709	401	ADDIE HIRSCHTEN	6/13/16	Summer Reading Program Presenter- Fantastic Fables	\$750.00
34710	402	ALLEN COUNTY PUBLIC LIBR	6/13/16	Damaged ILL book- The Book of the Law	\$22.95
0	403	ALLIANCE BANK	6/13/16	Direct Deposit Fees - May 2016	\$37.20
34711	404	ANTHEM BLUE CROSS BLUE	6/13/16	Health Ins. Premiums- June 2016	\$12,597.76
34712	405	ANTHEM LIFE	6/13/16	Life Ins. Premiums- June 2016	\$94.68
34713	406	BAKER & TAYLOR	6/13/16	Books, Continuations, AV, Auto. Yours	\$9,206.41
34714	407	BAKER & TAYLOR ENTERTAIN	6/13/16	DVDs	\$385.45
34715	408	BANK OF NEW YORK MELLON	6/13/16	2004 Bond Payment IMMS# 3108888400; Loan Account# JASLIBGOB04	\$163,253.75
34716	409	BANK OF NEW YORK MELLON	6/13/16	Administrative Fee for 2004 Bond- July 1, 2015- June 30, 2016	\$787.50
34717	410	BLUETARP FINANCIAL, INC	6/13/16	Anchor fasteners, felt, trim, drill bit	\$26.54
34718	411	BROWN'S GARDEN & FLORAL	6/13/16	Rens: Ash Tree Treatment	\$199.75
34719	412	BUSINESS CARD	6/13/16	Summer Reading prizes, postage, stamps, exit light batteries, scholastic warehouse sale expenses, B2B expenses, Summer Reading shopping expenses, 1000 Books prgm prizes, School Visit expenses, children's supplies	\$1,393.75
34720	413	CULLIGAN WATER CONDITIO	6/13/16	Wh: Water Cooler Rental-June 2016, 5-gallon drinking water- 9	\$76.50
34721	414	DELTA DENTAL	6/13/16	Dental Ins. Premiums-June 2016	\$551.19
34722	415	DEMCO	6/13/16	Book pockets, labels	\$117.57
34723	416	DEMOTTE DECORATIVE STO	6/13/16	Wh: 10 yds gold mulch	\$400.00
34724	417	EMILY DURAN	6/13/16	Mileage 3/29/16: Readers Advisory Meeting	\$23.76
34725	418	ENA SERVICES LLC	6/13/16	Internet Service- May 2016	\$1,081.00
34726	419	GALE/CENGAGE LEARNING	6/13/16	Legal Forms & Opposing Viewpoints database subscriptions 5/27/16-5/26/17; book	\$3,995.24
34727	420	GOODWIN FIRE EQUIPMENT, I	6/13/16	DeM, Rens, Wh: Annual fire extinguisher inspection and maintenance	\$1,086.40
34728	421	GRAINGER	6/13/16	v-belts	\$24.92
34729	422	HP Products	6/13/16	Odor counteractants, neutral cleaner, toilet paper dispensers, trash bags, paper towel rolls, toilet paper, glass cleaner	\$575.86
34730	423	INDIANA WASTE SERVICE	6/13/16	DeM: Trash pick-up June 2016	\$89.70
34731	424	INDIANA WILD	6/13/16	Summer Reading Presenter	\$460.00
34732	425	INFOGROUP	6/13/16	Continuations	\$620.00
34733	426	JASON GILBERT	6/13/16	Pea gravel, tree pruning sealer	\$19.39
34734	427	JASPER CO. VETERANS COU	6/13/16	1- 4x6' US Flag, 2- 3x5' Indiana Flags	\$114.00
34735	428	LEONARDOMUSIC	6/13/16	Summer Reading Program Presenter	\$825.00
34736	429	LINDA POORTENGA	6/13/16	SRCS Training expenses; Mileage 5/19-5/26/16: Chamber Meeting, B2B, SRCS Training	\$96.16
34737	430	MAGAZINE SUBSCRIPTION SE	6/13/16	Annual September - December Magazine Subscription Renewals	\$4,590.24
34738	431	MARK LYONS	6/13/16	Program Presenter- Power Vegetable Gardening	\$200.00
34739	432	MELISSA SMITH	6/13/16	Mileage 12/16/15-5/11/16: Walking Books	\$48.04
34740	433	MIDWEST TAPE	6/13/16	Audiobook sleeves	\$425.99
34741	434	NANETTE SPEACHT	6/13/16	Mileage 5/13/16: Circulation Counterparts meeting	\$35.64
34742	435	NETWISE RESOURCES	6/13/16	Wh: staff copier quarterly service agreement	\$240.07

F6b

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
34743	436	NITCO	6/13/16	DeM: Local Phone & Fax Service June 2016	\$155.76
34744	437	OLLIS BOOK CORPORATION	6/13/16	Books	\$76.80
34745	438	OSBY WATER CONDITIONING	6/13/16	Wh. Water softener chemicals	\$80.00
34746	439	OVERDRIVE	6/13/16	Deposit on Account for Future Content Purchases	\$5,500.00
34747	440	PRECISION CONTROL SYSTE	6/13/16	Rens: Troubleshoot VAV 24, replaced faulty actuator, control valve, linkage & extension kit; no heat in building, hwp & ahv starters tripped, reset; control valve leaking in tech. services office, installed new valve, linkage, extension kit, & actuator; replaced broken boiler draft gauge, replaced hot water boiler in line filter, installed new actuator; AHU-1-supply air sensor off, replaced sensor, technician backed up system; replaced broken chilled water thermometers, refilled glycol, installed new valve & linkage	\$5,851.14
34748	441	QUALITY LOGO PRODUCTS, I	6/13/16	Summer Reading frisbees	\$1,054.95
34749	442	RACHAEL CAVINDER	6/13/16	Mileage 5/19/16: Scholastic Warehouse shopping	\$75.60
34750	443	RAYANN GILMORE	6/13/16	DeM. Petty Cash: Postage	\$22.00
34751	444	REBECCA AMALONG	6/13/16	SRCS Training expenses	\$13.00
34752	445	REPUBLIC SERVICES #715	6/13/16	Wh: Trash Service- June 2016	\$73.17
0	446	SAGE PAYMENT SOLUTIONS	6/13/16	Merchant Processing Fees- May 2016, (automatic withdrawal on 6/2/16)	\$23.85
34753	447	SMITH FARM STORE	6/13/16	Sprayer, weed killer	\$28.68
34754	448	SVT, LLC	6/13/16	Management Meeting expenses	\$26.34
34755	449	THE LIBRARY CORPORATION	6/13/16	Library Solutions Software Support, Marc Records Access, Hosting Services Sept. 2016- Aug. 2017; Reports Manager Renewal July 2016-June 2017: NCIP software	\$31,739.00
34756	450	THREE TREE INVESTMENTS L	6/13/16	Wh: Fascia materials	\$2,300.00
34757	451	TRUGREEN PROCESSING CE	6/13/16	DeM: Tree & shrub treatment	\$103.95
34758	452	ULINE	6/13/16	Filament tape, DVD cases, safety railing socket	\$398.59
34759	453	UNIQUE MANAGEMENT SERVI	6/13/16	Collections: Initial/Secondary Placements- May 2016	\$89.50
34760	454	WAL-MART COMMUNITY/RFC	6/13/16	Children's supplies, Summer Reading prizes, Positivity Committee expenses, DVDs, CDs, cleaning supplies, ant killer, After School program expenses, Book Discussion expenses, Anime Club expenses, step stools	\$443.53
34761	455	WHEATFIELD CHAMBER OF C	6/13/16	Wh: Chamber Membership Dues 2016-2017	\$100.00
34762	456	YVONNE DEL VECCHIO	6/13/16	Mileage 3/4-4/28/16: Walking Books, Book Club, deliver newsletters	\$35.10
0	457	BILL HROMADA	6/13/16	Courier Mileage 5/16/16-5/31/16 (Conf. #400)	\$368.28
0	458	GREAT-WEST RETIREMENT S	6/13/16	Annuity Contributions withheld 6/10/16 Payroll (Conf. #401)	\$1,005.00
0	459	INDIANA DEPARTMENT OF RE	6/13/16	State & County Taxes withheld May 2016 Payrolls (Ref. #84419)	\$6,586.90
0	460	INPRS fbo PERF	6/13/16	INPRS Contributions 6/10/16 Payroll	\$6,003.88
0	461	IRS USA TAXPAYMENT	6/13/16	Federal Withholding, Medicare, & FICA withheld 6/10/16 Payroll & Ins. (Acknowledgement#13710557)	\$11,665.56
0	462	TOWN OF DEMOTTE	6/13/16	DeM: Water & Sewer Service- May 2016 (Conf. #398)	\$167.64
0	463	TOWN OF DEMOTTE	6/13/16	DeM House: Water & Sewer Service- May 2016 (Conf. #397)	\$84.72
0	464	TOWN OF WHEATFIELD	6/13/16	Wh: Sewer Service- June 2016 (Conf# 399)	\$56.65
34763	465	CARD METER SYSTEMS, INC	6/13/16	PCCOP Software Service and Support Renewal	\$1,238.83
34764	466	CENTURYLINK	6/13/16	Long distance phone service- May 2016	\$14.96
34765	467	INDIANA LIBRARY FEDERATIO	6/13/16	2016 CYPD Conference registration: R. Cavinder	\$250.00
34766	468	KIRBY RISK CORPORATION	6/13/16	Outdoor motion light, light bulbs, ballasts	\$927.79
34767	469	NIPSCO	6/13/16	Gas & electric service	\$5,248.58
34768	470	OFFICE DEPOT	6/13/16	Canned air, copy paper, envelopes, glue sticks, labels, sticky notes, construction paper, contact paper, paper clips, color copy paper	\$466.79
34769	471	POST TRIBUNE	6/13/16	DeM: Newspaper subscription Acct# 44365252	\$260.00

F6c

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
34770	472	QUILL CORPORATION	6/13/16	Binding machines, binding combs, correction tape, correction typewriter ribbon, binders, toner, paper clips, pledge, marker board cleaner, bleach, clorox wipes, lysol spray, ant bait, latex gloves, hand soap, construction paper, glass cleaner, pens, binder clips	\$684.10
34771	473	RENSELAER LAUNDRY ROO	6/13/16	Laundry	\$29.75
34772	474	TLC HOME IMPROVEMENTS, L	6/13/16	Rens: 5 yds red mulch	\$215.00
34773	475	TRUGREEN PROCESSING CE	6/13/16	DeM: Grub control, lawn fertilization; Wh: Ornamental bed weed control, grub control, lawn fertilization; Rens: Grub control, lawn fertilization	\$851.40
34774	476	VISION SERVICE PLAN	6/13/16	Vision Ins. Premiums- June 2016	\$226.67
Total Amount of Claims					\$341,322.29

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, June 13, 2016

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$341,322.29

Date this 13th day of June, 2016.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

July

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, July 11, 2016, 6pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of June Board Meeting
Bills/Financial Reports
2016 Salary Ordinance Update (R 7)

General Business

Oath of Office – Kevin Kaluf (R 20)
JCPL Board Commitment (R 10, R 20)
JCPL Staff Commitment (R 12, R 20)
Materiality Policy (R 16, R 20)
Code of Ethics Policy (R 18, R 20)

Action
Action
Action
Action
Action

Director's Report (R 20-R 23)

Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

June 13, 2016
Rensselaer Library

Present: Janet Umlauf, Natalie Waling, Timothy Schultz, Janelle Harper, Jody Melton, Patricia Stringfellow, Rayann Gilmore, Melissa Widner

Absent: Deana George, Mark Heinig

Agenda & Consent Agenda Approval: J. Umlauf moved, seconded by J. Harper, to add PNC & DeMotte State Bank Accounts to the agenda under General Business. Motion passed.

The Consent Agenda and Consent Agenda items including the May Board Meeting Minutes, bills/financial reports, Internet Use and Safety Policy revisions, Social Media Policy revisions, and Salary Ordinance update were approved as presented on a motion by N. Waling, seconded by J. Harper. Motion passed.

Annual Report of Webmaster: Webmaster, Melissa Widner, reported that after the redesign of the website last year, the focus this year has been on Content, Content, Content! A student portal was created on the website to assist students in finding resources that fit their needs. It features the library's digital resources grouped according to grade level. The library's digital resources can be accessed through the student portal by anyone with a library card or a digital access card. Melissa explained that the launch of the digital access cards has created community partnerships between the library and the schools, and the library and the Rensselaer Rotary. Saint Joseph's College has also approached us about creating a resource list in the student portal for college students and adult learners. Digitization has also been a big part of this past year, with the largest project being the digitization of local yearbooks. The local yearbooks were launched on the website in mid-April and have been very popular. Other local history items have been digitized and are available online as well. These resources can be accessed through the genealogy page of the library's website. Another focus this year has been social media. The Library currently has a presence on Facebook, Pinterest, Instagram, Youtube, Tumblr, and Goodreads. The Instagram account started as a pilot program with a staff member at the Wheatfield Library and has since expanded to include all three library locations. Future focus will be on social media, creating online tutorials for equipment in future makerspaces, continuing to offer our patrons better resources, and promoting the library's resources and programs.

2017 Budget Committee: P. Stringfellow and R. Gilmore will meet with our DLGF Field Rep on August 5 to review budget paperwork. We will need to meet with the Budget Committee August 4 or thereabouts to review budget recommendations. Committee members are: M. Heinig, chair; J. Melton, and J. Umlauf. We will establish a more specific date and time for this meeting as we get closer to the date.

DeMotte Touch of Dutch Festival: The Festival will be held on Saturday, August 13 in DeMotte. A 5K Run begins at 8am near the library and a parade is scheduled in the morning. We recommend that the DeMotte Library be closed on Festival day due to congestion around the library and struggles of getting to the library. J. Umlauf moved, seconded by N. Waling to close the DeMotte Library on August 13 for the Touch of Dutch Festival. Motion passed.

PNC and DeMotte State Bank Accounts: The Library has an account at PNC Bank and an account at DeMotte State Bank. These accounts were established at a time when we were required by

law to make daily deposits. That law has changed and we are no longer required to make daily deposits. There have been no transactions on these accounts in nearly a year. DeMotte State Bank contacted us recently to say that the account would be considered dormant in the next 30 days and we would then be charged fees on the dormant account. We recommend closing these two accounts that the Library no longer needs. N. Waling moved, seconded by J. Harper, to close the accounts at PNC and DeMotte State Banks. Motion passed. To close the accounts, either the Treasurer, M. Heinig, or the Assistant Treasurer, J. Harper will need to go the banks and request to close the accounts. The banks will then issue a check to the Library for the amount left in the accounts. J. Harper volunteered to do this.

Director's Report: P. Stringfellow shared that the counters in the public restrooms at the Rensselaer Library are being replaced. A color sample was passed around for the Board to see.

We are in the process of getting the water turned off at the DeMotte property.

Regarding transgender patrons and bathroom use. P. Stringfellow sought guidance from the attorney at the Indiana State Library. Per the attorney, we should allow transgender patrons to use the bathroom of the gender they are presenting as.

Recently, drug paraphernalia has been found on property at the Rensselaer Library. Staff has been advised not to touch drug paraphernalia if it is found on library property. They are to call the police to remove it.

We have launched many new services and opportunities for patrons in 2016. Response has been overwhelmingly positive! Our Indiana State Park Passes have been checked out 23 times; in the first month our Public Fax Service was used 26 times; 114 children have registered for 1000 Books Before Kindergarten program with 5 children reaching the 100 book milestone; and our digitized yearbooks have been viewed over 1600 times since they were launched.

We received our spring tax draw as expected. We have received over 50% of our anticipated tax revenue for the year.

Adjournment: With no further matters for discussion T. Schultz moved to adjourn the meeting at 7:12 PM, seconded by N. Waling.



Natalie Waling, Secretary



Attest: J. Melton, President

CIRCULATION BY HOLDINGS CODE

June 2016

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	110	0	0	110
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJPBF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	38	0	1	39
Blu-Ray (DBR)	209	0	1	210
Books on CD (DBKCD)	173	11	4	188
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	142	7	2	151
Digital Audiobooks (DDA)	42	0	0	42
DVD (DDVD)	1389	42	10	1441
Equipment (DEQP)	49	0	0	49
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	5	0	0	5
Fiction (DFIC)	714	30	8	752
Fiction Fantasy (DFICF)	11	2	0	13
Fiction Mystery (DFICM)	94	1	1	96
Fiction New (DFICNEW)	390	22	9	421
Fiction Science Fiction (DFICSF)	6	0	2	8
Fiction Western (DFICW)	0	0	0	0
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	144	2	0	146
Hanging Bags (DHANG)	16	0	1	17
ILL (DILL)	40	1	3	44
Internet (DINTER)	718	0	0	718
Juv. Audio book (DJAUDB)	70	0	3	73
Juv. Biography (DJBIO)	158	1	1	160
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	17	0	0	17
Juvenile Easy (DJE)	1130	5	17	1152
Juv. Easy Non-fiction (DJENF)	122	1	1	124
Juv. Easy Reader (DJER)	841	0	2	843
Juv. Fiction (DJFIC)	757	7	6	770
Juv. Holiday books (DJHOL)	14	0	0	14
Juv. Magazine (DJMAG)	94	0	0	94
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	415	9	2	426
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	2	0	0	2
Juv. Toddler (DJTOD)	151	0	3	154

Large Print Fiction (DLPF)	180	7	1	188
Large Print Nonfic (DLPNF)	20	0	0	20
Magazine (DMAG)	550	0	5	555
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	6	1	0	7
Nonfiction 100 (DNF100)	3	0	0	3
Nonfiction 200 (DNF200)	14	0	0	14
Nonfiction 300 (DNF300)	53	2	1	56
Nonfiction 400 (DNF400)	2	0	0	2
Nonfiction 500 (DNF500)	20	0	1	21
Nonfiction 600 (DNF600)	155	8	0	163
Nonfiction 700 (DNF700)	42	1	0	43
Nonfiction 800 (DNF800)	5	1	2	8
Nonfiction 900 (DNF900)	39	2	1	42
Nonfiction Blu-Ray (DNFBR)	5	0	0	5
Nonfiction DVD (DNFDVD)	84	3	0	87
Nonfiction (DNFIC)	1	0	0	1
Nonfiction New (DNFNEW)	122	3	1	126
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	3	0	0	3
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	2	0	0	2
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	5	0	0	5
Software (DSWAR)	6	0	0	6
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUSB)	15	0	2	17
YA Biography (DYAB)	5	0	0	5
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	199	4	3	206
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	15	0	0	15
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	6	1	0	7
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	0	26	3	29
Blu-Ray (RBR)	0	352	2	354
Books on CD (RBKCD)	13	153	4	170
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	1	198	4	203
Digital Audiobooks (RDA)	0	64	4	68
DVD (RDVD)	31	2898	24	2953
Equipment (REQP)	0	0	0	0
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	5	0	5
Fiction (RFIC)	19	703	11	733
Fiction New (RFICNEW)	17	392	6	415

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	2	204	5	211
Hanging Bag (RHANG)	0	16	0	16
ILL (RILL)	4	76	0	80
Internet (RINTER)	0	1492	0	1492
Juv. Audio book (RJAUDB)	4	34	0	38
Juv. Biography (RJBIO)	6	22	0	28
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	1	48	0	49
Juvenile Easy (RJE)	13	726	4	743
Juv. Easy Non-fiction (RJENF)	1	166	0	167
Juv. Easy Reader (RJER)	5	416	1	422
Juv. Fiction (RJFIC)	38	641	7	686
Juv. Magazine (RJMAG)	0	24	0	24
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	5	319	3	327
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	12	0	12
Juv. Toddler (RJTO)	0	258	0	258
Large Print Fiction (RLPF)	26	261	4	291
Large Print Nonfic (RLPNF)	1	9	0	10
Magazine (RMAG)	0	415	0	415
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	4	0	4
Non-Fiction 100 (RNF100)	0	18	1	19
Non-Fiction 200 (RNF200)	0	39	1	40
Non-Fiction 300 (RNF300)	5	50	1	56
Non-Fiction 400 (RNF400)	0	1	0	1
Non-Fiction 500 (RNF500)	0	20	0	20
Non-Fiction 600 (RNF600)	13	146	3	162
Non-Fiction 700 (RNF700)	0	28	2	30
Non-Fiction 800 (RNF800)	0	19	0	19
Non-Fiction 900 (RNF900)	1	43	8	52
Nonfiction Blu-Ray (RNFBR)	0	6	0	6
Nonfiction DVD (RNFDVD)	0	155	1	156
Nonfiction (RNFIC)	0	3	0	3
Nonfiction new (RNFNEW)	9	153	6	168
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	5	0	5
Professional Coll. (RPRO)	0	1	0	1
Reference (REF)	0	1	0	1
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	1	0	1
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	23	0	23
Software (RSWAR)	1	12	0	13
Vertical File (RVF)	0	7	0	7
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	4	0	4
YA Biography (RYAB)	0	1	0	1

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	12	176	8	196
YA Music CD (RYACD)	1	65	0	66
YA Nonfiction (RYANF)	0	11	0	11
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	1	0	1
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	0	13	14
Blu-Ray (WBR)	0	0	270	270
Books on CD (WBKCD)	18	31	127	176
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	4	7	147	158
Digital Audiobooks (WDA)	1	0	37	38
DVD (WDVD)	10	13	1807	1830
Equipment (WEQP)	0	0	94	94
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	4	4
Fiction (WFIC)	28	20	346	394
Fiction Fantasy (WFICF)	3	1	6	10
Fiction Mystery (WFICM)	4	0	36	40
Fiction New (WFICNEW)	29	19	207	255
Fiction Science Fiction (WFICSF)	0	0	7	7
Fiction Western (WFICW)	1	0	3	4
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	2	1	42	45
Hanging Bags (WHANG)	0	0	13	13
ILL (WILL)	1	1	38	40
Internet (WINTER)	0	0	747	747
Juv. Audio book (WJAUDB)	4	0	21	25
Juv. Biography (WJBIO)	0	0	7	7
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	16	16
Juvenile Easy (WJE)	28	10	606	644
Juv. Easy Non-fiction (WJENF)	2	1	68	71
Juv. Easy Reader (WJER)	29	0	686	715
Juv. Fiction (WJFIC)	35	20	752	807
Juv. Magazine (WJMAG)	0	0	19	19
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	6	8	268	282
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	2	2	233	237
Large Print Fiction (WLPF)	26	8	113	147
Large Print Nonfic (WLPNF)	0	0	4	4
Magazine (WMAG)	1	0	283	284
Non-Fiction 000 (WNF000)	0	0	0	0
Non-Fiction 100 (WNF100)	1	1	2	4
Non-Fiction 200 (WNF200)	1	0	2	3
Non-Fiction 300 (WNF300)	0	2	22	24
Non-Fiction 400 (WNF400)	0	0	4	4

Non-Fiction 500 (WNF500)	1	0	8	9
Non-Fiction 600 (WNF600)	7	9	66	82
Non-Fiction 700 (WNF700)	2	1	33	36
Non-Fiction 800 (WNF800)	0	0	2	2
Non-Fiction 900 (WNF900)	6	4	15	25
Nonfiction Blu-Ray (WNFBR)	0	0	1	1
Nonfiction DVD (WNFDVD)	0	1	84	85
Nonfiction (WNFIC)	1	0	0	1
Nonfiction New (WNFNEW)	5	4	63	72
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	2	2
Software (WSWAR)	1	0	0	1
Vertical File (WVF)	0	0	4	4
VHS (WVHS)	0	0	0	0
YA Audio book (WYAUDB)	1	0	3	4
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	2	2	4	8
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	27	12	277	316
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	1	10	11
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	10137	11276	7829	29242

CIRCULATION BY HOLDINGS CODE
June 2016

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	110	0	0	110
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNf)	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	39	26	17	82
Blu-Ray (BR)	214	358	274	846
Books on CD (BKCD)	204	195	135	534
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	147	212	153	512
Digital Audiobooks (DA)	43	64	41	148
DVD (DVD)	1430	2953	1841	6224
Equipment (EQP)	49	0	94	143
See librarian (ERR)	0	0	0	0

Express Book (EXP)	5	5	4	14
Fiction (FIC)	761	753	365	1879
Fiction Fantasy (FICF)	14	3	6	23
Fiction Mystery (FICM)	98	1	37	136
Fiction New (FICNEW)	436	433	222	1091
Fiction Science Fiction (FICSF)	6	0	9	15
Fiction Western (FICW)	1	0	3	4
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	148	207	47	402
Hanging Bags (HANG)	16	16	14	46
ILL (ILL)	45	78	41	164
Internet (INTR)	718	1492	747	2957
Juv. Audio book (JAUDB)	78	34	24	136
Juv. Biography (JBIO)	164	23	8	195
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	18	48	16	82
Juvenile Easy (JE)	1171	741	627	2539
Juv. Easy Non-Fiction (JENF)	125	168	69	362
Juv. Easy Reader (JER)	875	416	689	1980
Juv. Fiction (JFIC)	830	668	765	2263
Juv. Holiday (JHOL)	14	0	0	14
Juv. Magazine (JMAG)	94	24	19	137
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	426	336	273	1035
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	2	12	0	14
Juv. Toddler (JTOD)	153	260	236	649
Large Print Fiction (LPF)	232	276	118	626
Large Print Nonfic (LPNF)	21	9	4	34
Magazine (MAG)	551	415	288	1254
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	6	5	0	11
Non-Fiction 100 (NF100)	4	19	3	26
Non-Fiction 200 (NF200)	15	39	3	57
Non-Fiction 300 (NF300)	58	54	24	136
Non-Fiction 400 (NF400)	2	1	4	7
Non-Fiction 500 (NF500)	21	20	9	50
Non-Fiction 600 (NF600)	175	163	69	407
Non-Fiction 700 (NF700)	44	30	35	109
Non-Fiction 800 (NF800)	5	20	4	29
Non-Fiction 900 (NF900)	46	49	24	119
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	84	159	85	328
Nonfiction (NFIC)	2	3	0	5
Nonfiction New (NFNEW)	136	160	70	366
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	3	5	0	8
Professional Coll. (PROF)	0	1	0	1
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	2	0	0	2

Reference (REF)	43	63	45	151
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	1	0	1
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	5	23	2	30
Software (SWAR)	8	12	0	20
Vertical File (VF)	0	7	4	11
VHS	0	0	0	0
YA Audio book (YAUDB)	16	4	5	25
YA Biography (YAB)	5	1	0	6
YA Books on CD (YABKCD)	2	2	4	8
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	238	192	288	718
YA Music CD (YACD)	1	65	0	66
YA Nonfiction (YANF)	15	12	10	37
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	6	2	0	8
				0
Free reads	323	285	52	660
Games/Puzzles	28	67	0	95
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	10531	11690	7926	30147

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1882	1758	816	4456
Nonfiction	670	769	354	1793
CHILDREN'S BOOKS				
Fiction	3139	2085	2317	7541
Nonfiction	733	539	350	1622
YA BOOKS				
Fiction	386	399	335	1120
Nonfiction	20	13	10	43
Magazines, Adult	551	415	288	1254
Magazines, Children	94	24	19	137
Sound Recordings, adult	412	477	338	1227
Sound Recordings, ch	113	163	54	330
Online databases	0	0	0	0
Software	8	12	0	20
Vertical file	0	7	4	11
VHS/DVD/Blu-Ray	1728	3470	2200	7398
Equipment	49	0	94	143
Total	9785	10131	7179	27095
A-V Circulation	2261	4122	2592	8975
A-V Circulation as % of total	23.1%	40.7%	36.1%	33.1%

June 2016

DEMOTTE

WHEATFIELD

Added Vols.	Withdrew Vols.	Circu- lation
10	5	15
20	10	30
30	15	45
40	20	60
50	25	75
60	30	90
70	35	105
80	40	120
90	45	135
100	50	150

**Total
Circ.**

[illegible]

Fiction	180	351	1,882	68	20	1,758	119	1	816	4,456
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Nonfiction	43	559	670	63	213	769	49	0	354	1,793
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Fiction	76	2	3,139	165	27	2,085	41	4	2,317	7,541
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Nonfiction	61	0	733	99	0	539	3	1	350	1,622
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Fiction	14	2	386	33	1	399	19	0	335	1,120
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Nonfiction	13	0	20	13	0	13	2	0	10	43
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Magazines,Adult	551	415	288	1,254
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Magazines, Child	94	24	19	137
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Games, Toys	0	0	0	0
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Sound Rec/Adult	43	4	412	9	1	477	37	0	338	1,227
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Sound Rec/Child	10	0	113	11	1	163	5	0	54	330
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[illegible]

Software	0	0	8	0	0	12	0	0	0	20
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Vertical Files	0	0	0	0	0	7	0	0	4	11
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VHS/DVD/BluRay	19	0	1,728	50	8	3,470	27	0	2,200	7,398
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Equipment	49	0	94	143
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TOTAL	459	918	9,785	511	271	10,131	302	6	7,179	27,095
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[illegible]

DEMOTTE

RENSSELAER

WHEATFIELD

Total Materials Owned	77,425	75,612	58,008
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Circulation Increase/Decrease	-15.3%	-6.3%	-15.4%
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[illegible]

MONTHLY SYSTEM STATISTICS

2015

2016

% change

Current month's Circulation	30,850	27,095	-12.2%
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Jan. to date circulation	143,504	133,474	-7.0%
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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
					ADULT BOOKS
21,603	21,432	15,100	15,148	16,051	16,169 Fiction
19,249	18,733	20,792	20,642	9,225	9,274 Nonfiction
					CHILDREN'S BKS
15,666	15,740	14,151	14,289	12,334	12,371 Fiction
8,459	8,520	6,743	6,842	6,320	6,322 Nonfiction
					YA BOOKS
2,268	2,280	3,259	3,291	2,900	2,919 Fiction
518	531	516	529	159	161 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
3,880	3,919	4,290	4,298	4,307	4,344 Sound Rec/Adult
660	670	594	604	930	935 Sound Rec/Child
18	18	29	29	7	7 Online Databases
209	209	170	170	-11	-11 Software
-60	-60			4	4 Vertical Files
5,296	5,315	9,566	9,608	5,429	5,456 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
77,884	77,425	75,372	75,612	57,712	58,008 TOTAL

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5

June 2016

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	149	32	209	45	265	57	623	135
LOCAL HISTORY								
In person	1	0	4	1	1	0	6	2
Letters written	1	1	3	3	0	0	4	4
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	718	30	1492	62	747	31	2957	123
Internet use-Wireless	1980		3000		930		5910	
Computer software used	114	10	173	14	91	8	378	32
VCR Use	0	0	0	0	0	0	0	0
Microforms	2	0	8	1	0	0	10	1
CD ROM/Online databases	237	20	227	19	130	11	594	50
Public FAX24	16		20		18		54	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	2	1	13	4	0	0	15	5
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	0		1		0		1	
Outreach activities	69	69	25	17	0	0	94	63
Notarized documents	8	2	20	5	0	0	28	7
Meeting Room Use (no. of group)	57	19	60	20	43	14	160	53
Study room use	32	3	37	3	31	3	100	8
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							1470	
IN-HOUSE USE ITEMS	51		175		76		302	
SELF-CHECKOUT USE	255		1058		479		1792	
INTERLIBRARY LOANS								
Requests made for:	59	15	92	23	31	8	182	46
Items rec'd for:	43	22	62	31	45	23	150	75
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	7532	10380	4790	22702
Non-resident, paying	1	0	0	1
PLAC card users	0	1	0	1
Reciprocal borrowers	299	475	132	906
Number of New Patrons Added	70	41	41	

PROGRAMS

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
Programs for all ages	0	0	0	0	0	0	0	0
Children's Programs (0-13)	9	54	14	84	10	60	33	198
Number attending	321		380		342		1043	
YA Programs (14-17)	4	24	4	24	7	42	15	90
Number attending	85		122		134		341	
Adult Programs	7	42	7	42	2	12	16	96
Number attending	182		154		12		348	
Senior Citizen Programs	7	42	2	12	3	18	12	72
Number attending	91		34		25		150	
Total Number of Programs	27	162	27	162	22	132	76	456
Total Persons Attending	679		690		513		1882	
Total Attending Same Month Last Yr.	905		862		540		2307	
Total Staff Hours Spent		385		411		286	1082	1059
Total Number of In-House Program	23		24		22		69	
Total Attendance	666		660		513		1839	
Total Number of Outreach Program	4		3		0		7	
Total Attendance	13		30		0		43	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6721	68.7%	7023	69.3%	4287	60.1%	18031	66.7%
Corporate	1	0.0%	33	0.3%	0	0.0%	34	0.1%
Juvenile 0-11	151	1.5%	115	1.1%	185	2.6%	451	1.7%
Juvenile-AV	1426	14.6%	1388	13.7%	1545	21.7%	4359	16.1%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	356	3.6%	356	3.5%	193	2.7%	905	3.3%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	3	0.0%	40	0.4%	11	0.2%	54	0.2%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	17	0.2%	0	0.0%	17	0.1%
Staff	772	7.9%	573	5.7%	500	7.0%	1845	6.8%
Walking books	78	0.8%	182	1.8%	35	0.5%	295	1.1%

YA 12-17	21	0.2%	26	0.3%	6	0.1%	53	3.7%
YA-AV	251	2.6%	383	3.8%	372	5.2%	1006	3.7%
Total	9780		10136		7134		27050	
All items borrowed by nonresidents	359	3.7%	413	4.1%	204	2.9%	976	3.6%

**Salary Ordinance 2016
Updated 7/11/16**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Carolynn DeVries	Library Specialist I	\$13.77	6/16/16	32	W
Kim Delger	Library Specialist I	\$15.00	7/1/16	40	D
Patty Eenigenburg	Library Assistant II	\$12.32	7/1/16	32	D
Nickole Hachlica	Library Assistant II	\$12.32	7/5/16	32	W

We have promoted Carolynn DeVries to Library Specialist I, replacing Dee Opolski who retired. We have promoted Kim Delger to Library Specialist I, replacing Jill Tachtiris who retired. We promoted Patty Eenigenburg to Library Assistant II, replacing Kim Delger, and we promoted Nickole Hachlica to Library Assistant II, replacing Carolynn DeVries.

We have examined and approved the changes to the 2016 Jasper County Public Library Salary Ordinance. Dated 7/11/16.

Mark H. F.
Deanne L. George
Janet Umlauf
Jody Miller

Deanne L. George
K. J. Miller

Jasper County Public Library Board Commitment

As a member of the library board I will:

- agree to follow the Library Code of Ethics Policy
- listen carefully to other board members, respecting their opinions and supporting majority decisions of the board.
- recognize that all authority is vested in the board when it meets in legal session and not with individual board members.
- keep well-informed of developments relevant to issues that may come before the board and call to the board's attention any issues I believe will have an effect on the library.
- participate actively in all meetings of the board, committees and task forces on which I serve, having read the agenda and all background support material.
- attempt to interpret the needs of the whole community (not a particular area or group) to the library and interpret the library to the community in a positive and supportive manner at all times and in all places.
- refer complaints about the library to the proper level on the chain of command.
- recognize that the board member's job is to ensure that the library is well-managed, not to manage the library. To this end I will vote to hire the best possible person to manage our library.
- do my best to ensure that the library is well maintained, financially secure, growing and always operating in the best interests of the community.
- work to learn more about the board member's job and how to do the job better.

- declare any conflict of interests between my personal life and my position on the library board and avoid voting on issues that appear to be a conflict of interests.
- be prepared to support to the fullest the efforts of the library in resisting censorship of library materials by groups or individuals.

As a member of the library board I will not:

- be critical, in or outside of the board meeting, of fellow board members or their opinions.
- use any part of the library for my personal advantage or the personal advantage of my friends or relatives.
- discuss the confidential proceedings of the board outside the board meeting.
- promise prior to a meeting how I will vote on any issue in the meeting.
- interfere with the duties of the director or undermine the director's authority.

Adopted July 2016

Jasper County Public Library Staff Commitment

Library employees significantly influence or control the selection, organization, preservation, and dissemination of information.

In a political system grounded in an informed citizenry, library employees are explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

As an employee of the Jasper County Public Library, I will:

- Agree to follow the Library Code of Ethics Policy
- Provide prompt, accurate and friendly service
- Treat all library users with equal respect and consideration
- Consider every question valid
- Provide information expressing various viewpoints
- Be committed to intellectual freedom, encouraging the exchange of ideas and information and resisting all efforts to censor library resources.
- Foster and support teamwork, cooperation and involvement to all levels of the organization.
- Treat my co-workers with respect and honesty and work as a team with the Library Board in support of the library's goals.
- Respect and protect the privacy of library patrons to the fullest extent permissible by law.
- Distinguish clearly, in my actions and statements, between my personal philosophy and attitudes and those of my Library.
- Avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or my Library.

Adopted July 2016

RECIPROCAL BORROWING POLICY

To obtain a free JCPL borrower's card, a reciprocal borrower must show a valid resident library card from a library which participates in the Reciprocal Borrowing Program.

Borrowing privileges allow reciprocal borrowers to borrow all materials which are available to residents of the JCPL service area. We will *intralibrary* loan (within the JCPL system) for reciprocal borrowers.

PC's: PC's providing public access to the Internet, research resources, spreadsheet and word processing software and to the library catalog will be available to reciprocal borrowers.

Interlibrary loan: For *interlibrary* loans from other library systems, reciprocal borrowers must go to their own library.

Adopted 6/96; reviewed 7/16

Jasper County Public Library Materiality Policy

IC 5-11-1-27(j) requires erroneous or irregular material variances, losses, shortages, or thefts of political subdivision funds or property shall be reported immediately to the State Board of Accounts, and the State Examiner Directive 2015-6 directs each political subdivision to determine its own policy on materiality.

The Board of Trustees of the Jasper County Public Library does not condone any erroneous or irregular material variances, losses, shortages, or thefts of Library funds or property, but recognizes that relatively small items may not justify the cost of the involvement of the State Board of Accounts.

The Library Board establishes a policy regarding materiality and the process for reporting material items as follows:

1. All erroneous or irregular variances, losses, shortages, or thefts of Library funds or property, or funds or property the Library holds in trust, shall be reported to the Library Director or Treasurer.
2. It is the policy of the Library Director and Treasurer to report to the State Board of Accounts any erroneous or irregular variances, losses, shortages, or thefts of cash in excess of \$500, except for inadvertent clerical errors that are identified in a timely manner and corrected promptly with no loss to the Library.
3. It is the policy of the Library Director and Treasurer to report to the State Board of Accounts any erroneous or irregular variances, losses, shortages, or thefts of non-cash items in excess of \$2000, estimated market value, except for those resulting from inadvertent clerical errors or misplacements that are identified in a timely manner and corrected promptly with no loss to the Library, and except for losses from genuine accidents.

In addition, the Library will adhere to IC 5-11-1-27(l) which requires public officials who have actual knowledge of or reasonable cause to believe that there has been a misappropriation of public funds or assets to immediately send written notice of the misappropriation to the State Board of Accounts and the Prosecuting Attorney regardless of the dollar amount. Misappropriation occurs when an employee or in-house contractor of the political subdivision wrongly takes or embezzles public funds or assets.

Jasper County Public Library Code of Ethics Policy

The Jasper County Public Library (the "Library") has adopted this code of ethics to guide its board members and staff. The Code contains broad principles reflecting the types of behavior the Library expects towards constituents, donors, employees, peers and the public.

This policy cannot and does not embody the totality of the Library's ethical standards, nor does it answer every ethical question or issue that might arise. Rather, it is one element of a broader effort to create and maintain a quality organization that gives ethical conduct the highest priority.

Board members and staff are to:

1. Listen to our stakeholders and make all reasonable efforts to satisfy their needs and concerns within the scope of our mission, and to strive for excellence and innovation and demonstrate professional respect and responsiveness to constituents, donors and others.
2. Make an effort to understand, respect and support our constituents from other cultures, exemplified by the contributions of our staff and executive leadership, and to contribute to an organizational culture that respects the diverse, individual contributions of staff and leadership.
3. Respect the confidentiality of sensitive information about the Library, its patrons, constituents, donors, board and employees.
4. Comply with applicable federal, state and local laws, regulations and fiduciary responsibilities.
5. For the board of directors, provide credible and effective oversight to the organization's work without personal bias.
6. Not accept commissions, gifts, payments, loans, promises of future benefits or other items of value from anyone who has or may seek some return benefit from the Library, other than occasional gifts of nominal value that are in keeping with good business ethics.
7. Abide by the governing documents and policies of the Library.
8. Comply with the Library's Equal Employment Opportunity/Anti-Harassment Policy
9. Use library assets only in furtherance of Library business.
10. Encourage and contribute to safe and secure operations and work environments.
11. Respect our natural environment by using resources appropriately and efficiently.
12. Openly and honestly tell the truth.
13. Honor our commitments and promises to the best of our abilities.
14. Appropriately acknowledge contributions from other individuals and organizations who help facilitate our goals.
15. Refrain from any conflict of interest or situation that gives the appearance of conflict or impropriety.
16. Be good and responsible stewards of the Library's physical and financial resources, including but not limited to collections, materials, and information technology.
17. Distinguish, as needed, between personal statements or expressions and the views of the library.

Adopted July 2016

Jasper County Public Library
Code of Ethics – Disclosure Form

This form must be completed annually by all members of the board of directors and staff.

The undersigned, by their affixed signature, acknowledge receipt of and agree to abide by the Library's Code of Ethics policy.

Signature

Printed Name

Position within the organization (e. g. board member, staff)

Date

Adopted July 2016

**Director's Report
June 2016**

Consent Agenda

You will be approving the minutes of the June Board meeting, bills, and financial reports.

2016 Salary Ordinance: There are updates to the salary ordinance this month. Please see R 7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

General Business:

Oath of Office – Kevin Kaluf: Dr. Kevin Kaluf has been appointed to our library board by the Jasper County Council, replacing Tim Schultz who completed 16 years of service on June 30, 2016. Kevin will take his oath of office at our July meeting.

Background information relevant to the adoption of the Board Commitment, Staff Commitment, Materiality Policy, and Code of Ethics Policy:

Two policies are up for review in July – Reciprocal Borrowing Policy and Fax Machine Policy. No revisions are recommended to the Reciprocal Borrowing Policy. Please see R 14. We revised the Fax Machine Policy in May so nothing further is needed.

In consideration of legislative and State Board of Accounts requirements regarding ethics, materiality and internal controls, I am presenting four items to the board for adoption in July – Library Board Commitment, Library Staff Commitment, Materiality Policy, and Code of Ethics Policy. The Library Board Commitment, Materiality Policy, and Code of Ethics Policy are attorney-reviewed and to the best of my knowledge contain all required elements. I reviewed/revised Library Staff Commitment, modeling after the guidance I received from our attorney on the Board Commitment. The board and staff commitment content was previously our board and staff ethics content. I recommend that the board adopt the following: Code of Ethics Policy, Board Commitment, Staff Commitment, and Materiality Policy. Because these are new, I have placed them under General Business on our agenda rather than the Consent Agenda for your consideration.

JCPL Board Commitment: A board vote is required to adopt the Board Commitment. Please see R 10.

JCPL Staff Commitment: A board vote is required to adopt the Staff Commitment. Please see R 12.

Materiality Policy: A board vote is required to adopt the Materiality Policy. Please see R 16.

Code of Ethics Policy: A board vote is required to adopt the Code of Ethics Policy. Please see R 18.

Director's Report:

Based upon our responses to the 2015 Public Library Annual Report the Indiana State Library has determined that we met Indiana Public Library Standards as per (590 IAC 6) for 2015. A certificate is on file in the business office along with the original copy of our submission.

At our May board meeting I reported that the State Board of Accounts was auditing the library for the years 2012, 2013, 2014, & 2015. The audit is complete and our auditor conducted an exit interview with Treasurer, Mark, Rayann, and me on Wednesday, July 6. We should receive our official report sometime in late August. When the report arrives I will bring it to a board meeting, and a copy will be on file in the Business Office. I expressed to our auditor that we enjoyed working with her. It was a good experience.

Water at our vacant house in DeMotte is turned off. Billing has ceased.

We have had quite a number of open positions in the library in recent weeks. You will see these details in the Update to Salary Ordinance. Most of these positions have been filled from within but there have been gaps in department schedules as this hiring process works itself out. Quite a few staff has had to use sick leave recently. Summer Reading is in full swing! All of this coupled with a season that is heavy with vacations has created some stress for staff. However, they are working together to fill gaps and get things done. Debbie expressed it best when she says, "Kudos to a hard-working, caring, and flexible staff." Yes! She said it perfectly.

Summer Reading is underway at all locations. This takes a lot of staff time to pull off as they prepare for performers, prepare for volunteers, prepare for participants, set-up, tear down, get weekly prizes, empty ticket cans, purchase and prepare craft items, clean up, etc. Summer Reading is for all ages. Adults, teens, and children all find something offered just for them. It has been an exciting month!

System Administrator News

Sheila viewed two webinars in June: Emerging Trends in Technology Part 4 and Outlook Tips/Tricks.

Sheila takes care of grants and applying for e-rate discounts associated with our data lines. She reports, "We have not been receiving CenturyLink Long Distance e-rate discounts on our bills since October 2015. I contacted our e-rate contact at CenturyLink Long Distance and discovered they had some problems in their system and have been trying to get caught up. She said the discounts will be caught up on our June bill, which comes in early July."

Technical Services News

Becky reports that she received a list of the Digital Access Cards that will be used next school year, and she and Sheila worked together to create the spreadsheet that will be sent to TLC when we are ready for the next step.

Becky reports that she "received some information from the State Library about SRCS (Statewide Remote Circulation Service) and our homepage. She was able to set up our JCPL home page with the SRCS logo and FAQs. We are waiting on more information from them about dates for training, although it looks like we won't have much to go on until much much closer to the August rollout date."

DeMotte Library News

Debbie reports, "During June we had papers (½ sheet) on the circ counter for patrons to fill in. On each paper is a phrase that starts with "What is great about Indiana?" and patrons fill in the blank. We will be using these to make a display in the future. Patrons have enjoyed sharing their interests and what is great about Indiana. This has been a fun and unique Indiana Bicentennial activity."

She continues, "New at Demotte Library: Summer Toddler Time Programs each Wednesday in June. These were all held in our Children's Area. As a result, furniture needed to be moved and/or rearranged to accommodate the number of patrons expected to attend. Set-up for the appropriate activities followed. Our teen volunteers took pictures during these programs. Pictures were printed off and displayed on the north wall in the children's area – the children really love to see themselves on the memory wall Karla created. We were fortunate to have Bonnie Zeilenga from the Purdue Extension Office, and George Tachtiris and Prince (the mini-horse) from 'Lil Wranglers present programs for our preschoolers. Karla and Rachel dressed up like Elephant and Piggie and acted out their stories. The last toddler time program was themed "Happy Birthday Indiana" – a book from an Indiana author was read and snacks matched the

program and book (including root beer floats). Thank you cards using pictures from the programs were created and mailed. Karla did an AWESOME job on this new program! Each week she planned something new and exciting for our toddlers! Because of the success of this program, we plan to offer it again next year."

Rensselaer Library News

Linda reports, "The Summer Reading programs, for adults, teens, and children are in full motion. This summer, the adults are participating in the Summer Reading program "Exercise Your Mind..." We currently have over 192 adults participating. For every book, magazine, audio book, or eBook a patron reads/listens to their name is entered into a weekly prize drawing."

Janice reports, "On Your Mark, Get Set, READ has been very well received as our children's theme for summer reading. The weather has cooperated enough that we have been able to hold many activities outdoors. Rocking Leonardo was a success and the kids had fun making up new dance moves. We had a good time with Indiana Wild; the animals are always a big hit. The teens enjoyed the corn hole tournament and all the participants have liked the prizes they earn every week."

Wheatfield Library News

Evie reports, "Summer Reading has been going well, with over 200 kids/teens participating again this year! Rachael also held two Story Time sessions during the month, as well as a book discussion for elementary students, and Carolyn held the monthly teen discussion as well. I was able to offer the usual programming for adults – book discussion and morning movie, as well as hosted an AARP Safe Driver Program and a vegetable gardening program."

Our Maintenance Man, Jason, has been mending some portions of our sprinkler system as we try to keep our grass watered. This is a continual challenge.

Please contact me if you are unable to attend the July Board meeting or if you have any questions about materials in your packet.-Patty

JCPL FINANCIAL STATEMENT

June 30, 2016

	<u>Beginning 2016 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$621,832.00	\$262,468.29	\$1,167,560.30	\$403,219.04	\$1,259,796.70	\$714,068.40
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$11,733.55	\$2,859.71	\$5,651.13	\$886.32	\$7,859.75	\$13,942.17
DeMotte	\$3,280.63	\$547.11	\$1,617.45	\$522.20	\$3,179.53	\$4,842.71
Rensselaer	\$5,790.86	\$1,494.90	\$2,408.51	\$364.12	\$3,111.83	\$6,494.18
Wheatfield	\$2,662.06	\$817.70	\$1,625.17	\$0.00	\$1,568.39	\$2,605.28
Library Improvement Reserve Fund	\$174,701.97	\$0.00	\$28,495.58	\$12.02	\$74.40	\$146,280.79
Bond & Interest Redemption Fund	\$172,158.96	\$169,282.75	\$333,186.25	\$67,748.36	\$165,599.54	\$4,572.25
Rainy Day Fund	\$311,013.21	\$0.00	\$0.00	\$0.00	\$1,019,939.69	\$1,330,952.90
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$7,264.32	\$1,081.00	\$6,486.00	\$0.00	\$0.00	\$778.32
Capital Projects Fund	\$1,278,989.78	\$0.00	\$0.00	\$4.44	\$26.93	\$1,279,016.71
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$98.60	\$0.00	\$98.60	\$26,792.00	\$26,792.00	\$26,792.00
Sales Tax	\$173.69	\$0.00	\$157.31	\$7.82	\$119.54	\$135.92
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Settlement Fund	\$12,908.92	\$0.00	\$0.00	\$0.00	\$0.00	\$12,908.92
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,940.44	\$50,632.72	\$7,940.44	\$50,632.72	\$0.00
FICA Tax Collected	\$0.00	\$7,390.76	\$45,951.40	\$7,390.76	\$45,951.40	\$0.00
State Tax Collected	\$3,565.69	\$3,767.10	\$21,815.37	\$3,443.80	\$21,693.43	\$3,443.75
County Tax Collected	\$2,786.38	\$2,819.80	\$16,518.93	\$2,572.08	\$16,304.68	\$2,572.13
Deferred Comp.	\$0.00	\$2,010.00	\$12,060.00	\$2,010.00	\$12,060.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,658.08	\$21,884.59	\$3,652.70	\$21,881.15	(\$3.44)
Employee Life Insur.	\$0.00	\$182.07	\$1,102.42	\$182.08	\$1,102.48	\$0.06
Employee INPRS	\$0.00	\$2,956.89	\$18,445.87	\$2,956.89	\$18,445.87	\$0.00
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,597,497.07	\$466,416.89	\$1,730,046.47	\$528,818.75	\$2,668,280.28	\$3,535,730.88

Bank Balances
Jasper County Public Library
Report as of: 6/30/16

<i>Bank</i>		
1	Alliance Bank	\$2,035,460.88
2	Demotte State Bank	\$0.00
3	CD#002-0668943762 Fifth Third Bank	\$500,000.00
4	PNC Bank	\$0.00
5	Cash On Hand	\$270.00
7	CD#002-0668943754 Fifth Third Bank	\$275,000.00
8	CD#002-0668943770 Fifth Third Bank	\$725,000.00
<i>Total all banks =</i>		<i>\$3,535,730.88</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 100OPERATING FUND

Jasper County Public Library

Report Date: From 6/1/16 To 6/30/16

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$67,558.00	\$0.00	\$67,558.00	\$5,595.20	\$33,506.20	\$34,051.80	49.6
1.12 SALARY OF ASSISTANTS	\$1,091,370.00	\$0.00	\$1,091,370.00	\$86,833.28	\$543,803.55	\$547,566.45	49.8
1.13 WAGES OF JANITORS	\$88,012.00	\$0.00	\$88,012.00	\$7,272.88	\$41,900.99	\$46,111.01	47.6
1.21 EMPLOYER'S SHARE-FICA	\$95,391.00	\$0.00	\$95,391.00	\$7,390.76	\$45,951.40	\$49,439.60	48.2
1.22 UNEMPLOYMENT COMPENSATION	\$3,517.00	\$0.00	\$3,517.00	\$0.00	\$4,205.05	(\$688.05)	119.6
1.23 EMPLOYER'S CONTRIB.- PERF	\$109,799.00	\$0.00	\$109,799.00	\$8,716.33	\$55,173.77	\$54,625.23	50.2
1.24 EMPLOYER'S CONTRIB.- INS.	\$149,936.00	\$0.00	\$149,936.00	\$10,357.51	\$64,340.59	\$85,595.41	42.9
Subtotal	\$1,605,583.00		\$1,605,583.00	\$126,165.96	\$788,881.55	\$816,701.45	49.1
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
2.12 STATIONERY AND PRINTING	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,500.00	\$0.00	\$8,500.00	\$663.68	\$3,814.65	\$4,685.35	44.9
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$913.42	\$2,758.71	\$3,241.29	46.0
2.23 OTHER OPERATING SUPPLIES	\$7,000.00	\$0.00	\$7,000.00	\$1,215.04	\$2,622.89	\$4,377.11	37.5
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$234.31	\$765.69	23.4
2.32 PAINT AND PAINTING SUPPLIES	\$400.00	\$0.00	\$400.00	\$0.00	\$180.64	\$219.36	45.2
2.33 REPAIR PARTS	\$1,500.00	\$0.00	\$1,500.00	\$37.50	\$138.39	\$1,361.61	9.2
2.41 LIBRARY SUPPLIES	\$15,350.00	\$0.00	\$15,350.00	\$1,133.13	\$5,114.84	\$10,235.16	33.3
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$32.88	\$17.12	65.8
Subtotal	\$40,900.00		\$40,900.00	\$3,962.77	\$14,897.31	\$26,002.69	36.4
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$641.25	\$5,358.75	10.7
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$2,422.25	\$3,591.50	\$6,408.50	35.9

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<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Spent</i>
3.145 DATABASES & LICENSING SERVICES	\$21,552.00	\$0.00	\$21,552.00	\$3,971.25	\$15,702.85	\$5,849.15	72.9
3.146 E-BOOKS SERVICES	\$18,500.00	\$0.00	\$18,500.00	\$5,500.00	\$18,500.00	\$0.00	100.0
3.21 TELEPHONE	\$3,800.00	\$0.00	\$3,800.00	\$170.72	\$1,876.22	\$1,923.78	49.4
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$127.16	\$1,368.32	\$1,631.68	45.6
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$937.42	\$6,903.38	\$13,096.62	34.5
3.24 PROFESSIONAL MEETINGS	\$10,768.00	\$0.00	\$10,768.00	\$343.74	\$3,914.17	\$6,853.83	36.4
3.25 FREIGHT	\$2,000.00	\$0.00	\$2,000.00	\$116.13	\$575.93	\$1,424.07	28.8
3.26 NETWORKING	\$64,860.00	\$0.00	\$64,860.00	\$0.00	\$0.00	\$64,860.00	0.0
3.31 ADVERTISING & PUBLIC NOTICES	\$600.00	\$0.00	\$600.00	\$0.00	\$173.90	\$426.10	29.0
3.33 MARKETING ADVERTISING	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$1,753.68	\$46.32	97.4
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$50.00	\$200.00	20.0
3.42 OTHER INSURANCE	\$31,000.00	\$0.00	\$31,000.00	\$0.00	\$16,545.00	\$14,455.00	53.4
3.51 GAS	\$45,000.00	\$0.00	\$45,000.00	\$866.70	\$7,960.77	\$37,039.23	17.7
3.52 ELECTRICITY	\$100,000.00	\$0.00	\$100,000.00	\$8,122.23	\$40,162.46	\$59,837.54	40.2
3.53 WATER	\$4,000.00	\$0.00	\$4,000.00	\$346.50	\$1,901.10	\$2,098.90	47.5
3.54 WASTE DISPOSAL SERVICES	\$6,500.00	\$0.00	\$6,500.00	\$601.88	\$3,583.08	\$2,916.92	55.1
3.61 BUILDING & STRUCTURES	\$66,922.00	\$0.00	\$66,922.00	\$11,019.24	\$25,802.89	\$41,119.11	38.6
3.62 EQUIPMENT REPAIRS	\$3,000.00	\$0.00	\$3,000.00	\$1,086.40	\$1,086.40	\$1,913.60	36.2
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$9.95	\$208.70	\$91.30	69.6
3.91 DUES	\$1,900.00	\$0.00	\$1,900.00	\$100.00	\$514.00	\$1,386.00	27.1
3.93 TAXES & ASSESSMENTS	\$250.00	\$0.00	\$250.00	\$0.00	\$904.08	(\$654.08)	361.6
3.94 TRANSFER TO LIRF	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$95.20	\$4.80	95.2
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$117,119.00	\$0.00	\$117,119.00	\$33,385.62	\$66,661.04	\$50,457.96	56.9
Subtotal	\$639,341.00		\$639,341.00	\$69,127.19	\$220,475.92	\$418,865.08	34.5
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$50,714.00	\$0.00	\$50,714.00	\$0.00	\$2,352.21	\$48,361.79	4.6
4.5 OTHER CAPITAL OUTLAYS	\$0.00	\$0.00	\$0.00	\$0.00	\$107.50	(\$107.50)	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Spent</i>
4.51 BOOKS	\$160,000.00	\$0.00	\$160,000.00	\$8,902.62	\$62,513.62	\$97,486.38	39.1
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$4,850.24	\$12,448.82	\$12,551.18	49.8
4.53 NONPRINTED MATERIALS	\$58,000.00	\$0.00	\$58,000.00	\$1,369.59	\$17,793.45	\$40,206.55	30.7
Subtotal	\$293,714.00		\$293,714.00	\$15,122.45	\$95,215.60	\$198,498.40	32.4
Grand Total	\$2,579,538.00	\$0.00	\$2,579,538.00	\$214,378.37	\$1,119,470.38	\$1,460,067.62	43.4

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3C

Appropriation Report for 120.03RENS/DEM & WHTFLD BIRF

Jasper County Public Library

Report Date: From 6/1/16 To 6/30/16

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
<i>3. Other Services and Charges</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$630.00	\$0.00	\$630.00	\$630.00	\$630.00	\$0.00	100.0
3.81 PAYMENT OF BONDS	\$295,000.00	\$0.00	\$295,000.00	\$150,000.00	\$295,000.00	\$0.00	100.0
3.82 INTEREST-BONDS	\$29,517.00	\$0.00	\$29,517.00	\$13,253.75	\$29,516.25	\$0.75	100.0
Subtotal	\$325,147.00		\$325,147.00	\$163,883.75	\$325,146.25	\$0.75	100.0
Grand Total	\$325,147.00	\$0.00	\$325,147.00	\$163,883.75	\$325,146.25	\$0.75	100.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3d

Appropriation Report for

155STATE TECHN.FUND GRANT

Jasper County Public Library

Report Date: From 6/1/16 To 6/30/16

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
3. Other Services and Charges							
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$1,081.00	\$6,486.00	(\$6,486.00)	0.0
Subtotal	\$0.00		\$0.00	\$1,081.00	\$6,486.00	(\$6,486.00)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$1,081.00	\$6,486.00	(\$6,486.00)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Voucher List

Jasper County Public Library

Report Date: From 6/1/16 To 6/30/16

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	397	PAYROLL	6/10/16	PAYROLL	\$50,989.09
34706	398	4IMPRINT, INC.	6/13/16	1000 Books before Kindergarten tote bags	\$190.85
34707	399	AARON'S LAWN CARE	6/13/16	Mowing & edging	\$1,098.00
34708	400	ACE HARDWARE	6/13/16	Plumbing repair supplies, children's supplies	\$48.48
34709	401	ADDIE HIRSCHTEN	6/13/16	Summer Reading Program Presenter- Fantastic Fables	\$750.00
34710	402	ALLEN COUNTY PUBLIC LIBR	6/13/16	Damaged ILL book- The Book of the Law	\$22.95
0	403	ALLIANCE BANK	6/13/16	Direct Deposit Fees - May 2016	\$37.20
34711	404	ANTHEM BLUE CROSS BLUE	6/13/16	Health Ins. Premiums- June 2016	\$12,597.76
34712	405	ANTHEM LIFE	6/13/16	Life Ins. Premiums- June 2016	\$94.68
34713	406	BAKER & TAYLOR	6/13/16	Books, Continuations, AV, Auto. Yours	\$9,206.41
34714	407	BAKER & TAYLOR ENTERTAIN	6/13/16	DVDs	\$385.45
34715	408	BANK OF NEW YORK MELLON	6/13/16	2004 Bond Payment IMMS# 3108888400; Loan Account# JASLIBGOB04	\$163,253.75
34716	409	BANK OF NEW YORK MELLON	6/13/16	Administrative Fee for 2004 Bond- July 1, 2015- June 30, 2016	\$787.50
34717	410	BLUETARP FINANCIAL, INC	6/13/16	Anchor fasteners, felt, trim, drill bit	\$26.54
34718	411	BROWN'S GARDEN & FLORAL	6/13/16	Rens: Ash Tree Treatment	\$199.75
34719	412	BUSINESS CARD	6/13/16	Summer Reading prizes, postage, stamps, exit light batteries, scholastic warehouse sale expenses, B2B expenses, Summer Reading shopping expenses, 1000 Books prgm prizes, School Visit expenses, children's supplies	\$1,393.75
34720	413	CULLIGAN WATER CONDITIO	6/13/16	Wh: Water Cooler Rental-June 2016, 5-gallon drinking water- 9	\$76.50
34721	414	DELTA DENTAL	6/13/16	Dental Ins. Premiums-June 2016	\$551.19
34722	415	DEMCO	6/13/16	Book pockets, labels	\$117.57
34723	416	DEMOTTE DECORATIVE STO	6/13/16	Wh: 10 yds gold mulch	\$400.00
34724	417	EMILY DURAN	6/13/16	Mileage 3/29/16: Readers Advisory Meeting	\$23.76
34725	418	ENA SERVICES LLC	6/13/16	Internet Service- May 2016	\$1,081.00
34726	419	GALE/CENGAGE LEARNING	6/13/16	Legal Forms & Opposing Viewpoints database subscriptions 5/27/16-5/26/17; book	\$3,995.24
34727	420	GOODWIN FIRE EQUIPMENT, I	6/13/16	DeM, Rens, Wh: Annual fire extinguisher inspection and maintenance	\$1,086.40
34728	421	GRAINGER	6/13/16	v-belts	\$24.92
34729	422	HP Products	6/13/16	Odor counteractants, neutral cleaner, toilet paper dispensers, trash bags, paper towel rolls, toilet paper, glass cleaner	\$575.86
34730	423	INDIANA WASTE SERVICE	6/13/16	DeM: Trash pick-up June 2016	\$89.70
34731	424	INDIANA WILD	6/13/16	Summer Reading Presenter	\$460.00
34732	425	INFOGROUP	6/13/16	Continuations	\$620.00
34733	426	JASON GILBERT	6/13/16	Pea gravel, tree pruning sealer	\$19.39
34734	427	JASPER CO. VETERANS COU	6/13/16	1- 4x6' US Flag, 2- 3x5' Indiana Flags	\$114.00
34735	428	LEONARDOMUSIC	6/13/16	Summer Reading Program Presenter	\$825.00
34736	429	LINDA POORTENGA	6/13/16	SRCS Training expenses; Mileage 5/19-5/26/16: Chamber Meeting, B2B, SRCS Training	\$96.16
34737	430	MAGAZINE SUBSCRIPTION SE	6/13/16	Annual September - December Magazine Subscription Renewals	\$4,590.24
34738	431	MARK LYONS	6/13/16	Program Presenter- Power Vegetable Gardening	\$200.00
34739	432	MELISSA SMITH	6/13/16	Mileage 12/16/15-5/11/16: Walking Books	\$48.04
34740	433	MIDWEST TAPE	6/13/16	Audiobook sleeves	\$425.99
34741	434	NANETTE SPEACHT	6/13/16	Mileage 5/13/16: Circulation Counterparts meeting	\$35.64
34742	435	NETWISE RESOURCES	6/13/16	Wh: staff copier quarterly service agreement	\$240.07

F4b

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
34743	436	NITCO	6/13/16	DeM: Local Phone & Fax Service June 2016	\$155.76
34744	437	OLLIS BOOK CORPORATION	6/13/16	Books	\$76.80
34745	438	OSBY WATER CONDITIONING	6/13/16	Wh. Water softener chemicals	\$80.00
34746	439	OVERDRIVE	6/13/16	Deposit on Account for Future Content Purchases	\$5,500.00
34747	440	PRECISION CONTROL SYSTE	6/13/16	Rens: Troubleshoot VAV 24, replaced faulty actuator, control valve, linkage & extension kit; no heat in building, hwp & ahv starters tripped, reset; control valve leaking in tech. services office, installed new valve, linkage, extension kit, & actuator; replaced broken boiler draft gauge, replaced hot water boiler in line filter, installed new actuator; AHU-1-supply air sensor off, replaced sensor, technician backed up system; replaced broken chilled water thermometers, refilled glycol, installed new valve & linkage	\$5,851.14
34748	441	QUALITY LOGO PRODUCTS, I	6/13/16	Summer Reading frisbees	\$1,054.95
34749	442	RACHAEL CAVINDER	6/13/16	Mileage 5/19/16: Scholastic Warehouse shopping	\$75.60
34750	443	RAYANN GILMORE	6/13/16	DeM. Petty Cash: Postage	\$22.00
34751	444	REBECCA AMALONG	6/13/16	SRCS Training expenses	\$13.00
34752	445	REPUBLIC SERVICES #715	6/13/16	Wh: Trash Service- June 2016	\$73.17
0	446	SAGE PAYMENT SOLUTIONS	6/13/16	Merchant Processing Fees- May 2016, (automatic withdrawal on 6/2/16)	\$23.85
34753	447	SMITH FARM STORE	6/13/16	Sprayer, weed killer	\$28.68
34754	448	SVT, LLC	6/13/16	Management Meeting expenses	\$26.34
34755	449	THE LIBRARY CORPORATION	6/13/16	Library Solutions Software Support, Marc Records Access, Hosting Services Sept. 2016- Aug. 2017; Reports Manager Renewal July 2016-June 2017: NCIP software	\$31,739.00
34756	450	THREE TREE INVESTMENTS L	6/13/16	Wh: Fascia materials	\$2,300.00
34757	451	TRUGREEN PROCESSING CE	6/13/16	DeM: Tree & shrub treatment	\$103.95
34758	452	ULINE	6/13/16	Filament tape, DVD cases, safety railing socket	\$398.59
34759	453	UNIQUE MANAGEMENT SERVI	6/13/16	Collections: Initial/Secondary Placements- May 2016	\$89.50
34760	454	WAL-MART COMMUNITY/RFC	6/13/16	Children's supplies, Summer Reading prizes, Positivity Committee expenses, DVDs, CDs, cleaning supplies, ant killer, After School program expenses, Book Discussion expenses, Anime Club expenses, step stools	\$443.53
34761	455	WHEATFIELD CHAMBER OF C	6/13/16	Wh: Chamber Membership Dues 2016-2017	\$100.00
34762	456	YVONNE DEL VECCHIO	6/13/16	Mileage 3/4-4/28/16: Walking Books, Book Club, deliver newsletters	\$35.10
0	457	BILL HROMADA	6/13/16	Courier Mileage 5/16/16-5/31/16 (Conf. #400)	\$368.28
0	458	GREAT-WEST RETIREMENT S	6/13/16	Annuity Contributions withheld 6/10/16 Payroll (Conf. #401)	\$1,005.00
0	459	INDIANA DEPARTMENT OF RE	6/13/16	State & County Taxes withheld May 2016 Payrolls (Ref. #84419)	\$6,586.90
0	460	INPRS fbo PERF	6/13/16	INPRS Contributions 6/10/16 Payroll	\$6,003.88
0	461	IRS USA TAXPAYMENT	6/13/16	Federal Withholding, Medicare, & FICA withheld 6/10/16 Payroll & Ins. (Acknowledgement#13710557)	\$11,665.56
0	462	TOWN OF DEMOTTE	6/13/16	DeM: Water & Sewer Service- May 2016 (Conf. #398)	\$167.64
0	463	TOWN OF DEMOTTE	6/13/16	DeM House: Water & Sewer Service- May 2016 (Conf. #397)	\$84.72
0	464	TOWN OF WHEATFIELD	6/13/16	Wh: Sewer Service- June 2016 (Conf# 399)	\$56.65
34763	465	CARD METER SYSTEMS, INC	6/13/16	PCCOP Software Service and Support Renewal	\$1,238.83
34764	466	CENTURYLINK	6/13/16	Long distance phone service- May 2016	\$14.96
34765	467	INDIANA LIBRARY FEDERATIO	6/13/16	2016 CYPD Conference registration: R. Cavinder	\$250.00
34766	468	KIRBY RISK CORPORATION	6/13/16	Outdoor motion light, light bulbs, ballasts	\$927.79
34767	469	NIPSCO	6/13/16	Gas & electric service	\$5,248.58
34768	470	OFFICE DEPOT	6/13/16	Canned air, copy paper, envelopes, glue sticks, labels, sticky notes, construction paper, contact paper, paper clips, color copy paper	\$466.79
34769	471	POST TRIBUNE	6/13/16	DeM: Newspaper subscription Acct# 44365252	\$260.00

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
34770	472	QUILL CORPORATION	6/13/16	Binding machines, binding combs, correction tape, correction typewriter ribbon, binders, toner, paper clips, pledge, marker board cleaner, bleach, clorox wipes, lysol spray, ant bait, latex gloves, hand soap, construction paper, glass cleaner, pens, binder clips	\$684.10
34771	473	RENSSELAER LAUNDRY ROO	6/13/16	Laundry	\$29.75
34772	474	TLC HOME IMPROVEMENTS, L	6/13/16	Rens: 5 yds red mulch	\$215.00
34773	475	TRUGREEN PROCESSING CE	6/13/16	DeM: Grub control, lawn fertilization; Wh: Ornamental bed weed control, grub control, lawn fertilization; Rens: Grub control, lawn fertilization	\$851.40
34774	476	VISION SERVICE PLAN	6/13/16	Vision Ins. Premiums- June 2016	\$226.67
0	477	PAYROLL	6/24/16	PAYROLL	\$48,712.27
0	478	AFLAC	6/24/16	Supplemental Insurance June 2016 (Conf. #403)	\$727.36
0	479	BILL HROMADA	6/24/16	Courier Mileage 6/1/16-6/15/16 (Conf. #402)	\$267.84
0	480	CITY OF RENSSELAER	6/24/16	RENS: Utilities 5/9 - 6/8/16 (Conf. #404)	\$4,150.30
0	481	GREAT-WEST RETIREMENT S	6/24/16	Annuity Contributions withheld 6/24/16 Payroll (Conf. #405)	\$1,005.00
0	482	INPRS fbo PERF	6/24/16	INPRS Contributions 6/24/16 Payroll	\$5,669.34
0	483	IRS USA TAXPAYMENT	6/24/16	Federal Withholding, Medicare, & FICA withheld 6/24/16 Payroll & Ins. (Acknowledgement#84767438)	\$11,056.40
0	484	JASPER COUNTY PUBLIC LIB	6/30/16	Levy Excess Transfer per DLGF	\$26,792.00
0	485	JASPER COUNTY PUBLIC LIB	6/14/16	Close out bank account at DeMotte State Bank per Board Meeting 6/13/16	\$14,813.24
0	486	JASPER COUNTY PUBLIC LIB	6/14/16	Close out bank account at PNC Bank per Board Meeting 6/13/16	\$11,883.68
0	487	SPARKPAY	6/30/16	Merchant Processing Fees- June 2016	\$17.17
Total Amount of Claims					\$466,416.89

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, July 06, 2016

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$466,416.89

Date this 11th day of July, 2016.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
June 30, 2016

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,681.50	\$15,439.03
DeMotte	\$905.81	\$4,832.12		
Rensselaer	\$1,105.73	\$6,572.54		
Wheatfield	\$669.96	\$4,034.37		
PHOTOCOPIES:			\$780.35	\$5,174.77
DeMotte	\$287.35	\$2,030.29		
Rensselaer	\$312.15	\$1,911.93		
Wheatfield	\$180.85	\$1,232.55		
INTEREST (Checking, Repurchase, CDs):.....			\$158.39	\$475.48
TAXES:			\$372,790.26	\$1,207,500.13
Property Tax	\$236,266.03	\$636,874.31		
LOIT	\$17,903.58	\$107,421.48		
License Excise Tax	\$49,795.57	\$49,795.57		
Financial Institution Tax	\$1,169.00	\$1,169.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$6,303.29		
Local Option/Certified Shares	\$55,240.08	\$331,440.48		
Local Option/Property Tax Repl.	\$12,416.00	\$74,496.00		
TAXABLE SALES:-.....			\$11.62	\$37.08
REFUNDS:			\$26,796.92	\$31,170.21
Rebates/Refund	\$0.00	\$0.00		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$100.00	\$1,400.00		
Reimbursement	\$0.00	\$333.69		
Fixed Asset Sales	\$0.00	\$0.00		
Miscellaneous Receipts	\$0.00	\$0.00		
Interfund Transfer	\$26,696.92	\$29,436.52		
TOTAL OPERATING FUND RECEIPTS.....			\$403,219.04	\$1,259,796.70
PLAC FUND:.....			\$0.00	\$0.00
GIFT FUNDS:			\$886.32	\$7,859.75
DeMotte	\$522.20	\$3,179.53		
Rensselaer	\$364.12	\$3,111.83		
Wheatfield	\$0.00	\$1,568.39		
LIB. IMPROV. RESERVE FUND:			\$12.02	\$74.40
Interest Earned	\$12.02	\$74.40		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$67,748.36	\$165,599.54
Property Tax	\$56,953.00	\$153,521.47		
License Excise Tax	\$10,133.27	\$10,133.27		
Financial Institution Tax	\$662.09	\$662.09		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,282.71		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$1,019,939.69
Special CAGIT Distribution	\$0.00	\$0.00		
Special LOIT Distribution	\$0.00	\$1,019,939.69		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-.....			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$4.44	\$26.93
Interest Earned	\$4.44	\$26.93		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:.....			\$0.00	\$0.00
LEVY EXCESS FUND:.....			\$26,792.00	\$26,792.00
SALES TAX:.....			\$7.82	\$119.54
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$0.00
Interfund Transfer	\$0.00	\$0.00		
INSURANCE SETTLEMENT FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$498,670.00	\$2,480,208.55

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WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$7,940.44	\$50,632.72	\$30,148.75	\$188,071.73
FICA Collected	\$7,390.76	\$45,951.40		
State Tax Collected	\$3,443.80	\$21,693.43		
County Tax Collected	\$2,572.08	\$16,304.69		
Deferred Comp Plan	\$2,010.00	\$12,060.00		
Pre-tax Insurance Plans	\$3,652.70	\$21,881.15		
Life Insurance	\$182.08	\$1,102.48		
INPRS	\$2,956.89	\$18,445.87		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$528,818.75	\$2,668,280.28

Voucher List

Jasper County Public Library

Report Date: From 7/1/16 To 7/11/16

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	488	PAYROLL	7/8/16	PAYROLL	\$48,695.88
34776	489	AARON'S LAWN CARE	7/11/16	Mowing & edging	\$1,120.00
34775	490	ACE HARDWARE	7/11/16	Door stop, door hold kick downs, sprinkler parts, yardsticks	\$56.85
34777	491	ANTHEM BLUE CROSS BLUE	7/11/16	Health Ins. Premiums- July 2016	\$12,597.76
34778	492	ANTHEM LIFE	7/11/16	Life Ins. Premiums- July 2016	\$94.68
34779	493	BAKER & TAYLOR	7/11/16	Books, Continuations, AV, Auto. Yours	\$11,567.94
34780	494	BAKER & TAYLOR ENTERTAIN	7/11/16	DVDs	\$643.60
34781	495	BLUETARP FINANCIAL, INC	7/11/16	Screws, automotive goop, 3-in-1 oil	\$12.57
34782	496	CIRCLE R ELECTRIC, INC.	7/11/16	DeM & Rens: add phone lines	\$623.00
34783	497	CONSOLIDATED INSURANCE	7/11/16	New notary bond- C. DeVries	\$50.00
34784	498	CULLIGAN WATER CONDITIO	7/11/16	Wh: Water Cooler Rental-July 2016	\$11.95
34785	499	DEBORAH KRISTOFF	7/11/16	CDs from Summer Reading Presenter	\$10.00
34786	500	DELTA DENTAL	7/11/16	Dental Ins. Premiums-July 2016	\$551.19
34787	501	DELL MARKETING L.P.	7/11/16	Toner	\$531.01
34788	502	DEMOTTE HISTORICAL SOCIE	7/11/16	Books	\$40.00
34789	503	DONNA BARKO	7/11/16	Mileage 4/7-7/5/16: Bank deposits, Post Office, Courthouse, employee orientation, transport	\$50.22
34790	504	ENA SERVICES LLC	7/11/16	Internet Service- June 2016	\$1,081.00
34791	505	FAEGRE BAKER DANIELS LLP	7/11/16	Legal assistance on policy matters	\$324.00
34792	506	GALE/CENGAGE LEARNING	7/11/16	Books	\$98.21
34793	507	INDIANA STATE LIBRARY	7/11/16	Info Express Delivery Services, 2 days/week	\$300.00
34794	508	INDIANA WASTE SERVICE	7/11/16	DeM: Trash pick-up July 2016	\$89.70
34795	509	INFORMATION TODAY, INC.	7/11/16	Internet Librarian Conference registration- S. Maxwell	\$379.00
34796	510	JUNIOR LIBRARY GUILD	7/11/16	Books	\$80.00
34797	511	KIM DELGER	7/11/16	Book Discussion Dinner expenses	\$100.00
34798	512	KV POST NEWS	7/11/16	Rens & Wh: Newspaper subscriptions Acct# 0047445 & 0046755	\$126.00
34799	513	LINDA POORTENGA	7/11/16	Mileage 6/15-6/17/16: Makerspace Counterparts meeting, Management meeting, B2B	\$87.48
34800	514	MIDWEST TAPE	7/11/16	CDs	\$56.96
34801	515	NITCO	7/11/16	DeM: Local Phone & Fax Service July 2016	\$159.76
34802	516	OLLIS BOOK CORPORATION	7/11/16	Books	\$29.98
34803	517	PATTY STRINGFELLOW	7/11/16	Mileage 5/4-6/16/16: Local Government Finance Training, Budget Workshop, Management meeting	\$160.92
34804	518	PEGGY MICHELIN	7/11/16	Mileage 3/22-6/15/16: AV Shopping, Post Office, pickup supplies, transport	\$29.38
34805	519	RACHEL WILKINSON	7/11/16	Mileage 3/15-6/21/16: AV Shopping, pickup supplies & Summer Reading donations	\$73.71
34806	520	REPUBLIC SERVICES #715	7/11/16	Wh: Trash Service- July 2016	\$82.15
34807	521	RMC IMAGING, INC	7/11/16	Annual Maintenance ST-200 Scanner & Companion Scanner, 7/29/16-7/28/17	\$1,657.50
34808	522	ROEING CORPORATION	7/11/16	Tech Maintenance Support - 3rd Installment 2016	\$7,500.00
34809	523	TECH SMITH	7/11/16	Snagit Single-User Upgrade License	\$21.50
34810	524	THREE TREE INVESTMENTS L	7/11/16	Wh: Install fascia on whole building	\$2,400.00
34811	525	TONY PERONA	7/11/16	Program Presenter	\$220.00
34812	526	TRANSYLVANIA UNIVERSITY	7/11/16	Lost ILL Book	\$25.00
34813	527	TRUGREEN PROCESSING CE	7/11/16	DeM: Tree & shrub treatment	\$103.95
34814	528	UNIQUE MANAGEMENT SERVI	7/11/16	Collections: Initial/Secondary Placements- June 2016	\$116.35
34815	529	USA TODAY	7/11/16	Rens: Newspaper subscription Acct# 4243565	\$290.80
34816	530	VISION SERVICE PLAN	7/11/16	Vision Ins. Premiums- July 2016	\$226.67

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
34817	531	WAL-MART COMMUNITY/RFC	7/11/16	Wipes, DVDs, CDs, Summer Reading prizes, Anime Club expenses, children's supplies, cleaning supplies	\$775.05
34818	532	YVONNE DEL VECCHIO	7/11/16	Mileage 5/4-6/29/16: Walking Books, Book Club, deliver newsletters	\$42.44
0	533	GREAT-WEST RETIREMENT S	7/8/16	Annuity Contributions withheld 7/8/16 Payroll (Conf. #409)	\$1,005.00
0	534	INDIANA DEPARTMENT OF RE	7/8/16	State & County Taxes withheld June 2016 Payrolls (Ref. #72939)	\$6,015.88
0	535	INPRS fbo PERF	7/8/16	INPRS Contributions 7/8/16 Payroll	\$5,724.44
0	536	IRS USA TAXPAYMENT	7/8/16	Federal Withholding, Medicare, & FICA withheld 7/8/16 Payroll & Ins. (Acknowledgement#42787478)	\$11,069.29
0	537	TOWN OF DEMOTTE	7/8/16	DeM: Water & Sewer Service- June 2016 (Conf. #406)	\$167.64
0	538	TOWN OF DEMOTTE	7/8/16	DeM House: Water & Sewer Service- June 2016 (Conf. #407)	\$84.72
0	539	TOWN OF WHEATFIELD	7/8/16	Wh: Sewer Service- July 2016 (Conf# 408)	\$56.65
0	540	ALLIANCE BANK	7/11/16	Direct Deposit Fees - June 2016	\$76.60
34819	541	BUSINESS CARD	7/11/16	TLC University airfare, Budget Workshop expenses, notary application fee, Makerspace Counterparts expenses, B2B expenses, Summer Reading prizes	\$1,637.92
34820	542	COVENTRY HOUSE PUBLISHI	7/11/16	Book	\$15.99
34821	543	DUMAS & MAHNESMITH P.C.	7/11/16	Legal assistance on policy matters	\$190.00
34822	544	HP Products	7/11/16	M-folds, toilet paper, trash bags, odor counteractant, glass cleaner, urinal screens, urinal blocks	\$425.63
34823	545	ICC Business Products	7/11/16	Tape	\$21.96
34824	546	INDIANA DEPT. OF WORKFOR	7/11/16	2nd Quarter 2016 Unemployment Compensation Pymt	\$1,590.31
34825	547	INDIANA LIBRARY FEDERATIO	7/11/16	2016 CYPD Conference registration: N. Phillips	\$250.00
34826	548	KIRBY RISK CORPORATION	7/11/16	Lightbulbs, ballasts, lampholders	\$189.49
34827	549	NIPSCO	7/11/16	Gas & electric service	\$5,562.87
34828	550	POSTMASTER	7/11/16	Stamps, pre-stamped postcards	\$385.00
34829	551	RAYANN GILMORE	7/11/16	Mileage 5/27-7/8/16: Bank deposits, Post Office, Gateway Workshop, transport, Budget Workshop	\$511.92
34830	552	SHEILA MAXWELL	7/11/16	Mileage 1/11-6/28/16: Branch Visits, Positivity Meeting, Management Meeting, Automation Counterparts meeting, NICCL meeting; Automation Counterparts meeting expenses	\$620.58

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$128,896.05

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, July 11, 2016

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$128,896.05

Date this 11th day of July, 20 16.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Aug

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, August 8, 2016, 6pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of July Board Meeting
Bills/Financial Reports
2016 Salary Ordinance Update (R 7)
Policy Review (R 10, R 12, R 40)

General Business

2017 Budget (R 30 & R 40)
Resolution to Continue in the
Public Library Internet Consortium (R 40)
Personnel Policy (R 14 & R 40)

Action

Action

Action

Director's Report (R 40-R 43)

Information

Items for Future Agendas

Public Forum

Adjournment

To inform, enrich, and empower our diverse community.

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

July 11, 2016
Rensselaer Library

Present: Janelle Harper, Jody Melton, Mark Heinig, Janet Umlauf, Deana George, Kevin Kaluf, Patricia Stringfellow, Rayann Gilmore

Absent: Natalie Waling

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items including the June Board Meeting Minutes, bills/financial reports, and updates to the Salary Ordinance were approved as presented on a motion by M. Heinig, seconded by D. George. Motion passed.

Oath of Office- Kevin Kaluf: K. Kaluf took his oath of office. He has been appointed to our Board by the Jasper County Council.

The Reciprocal Borrowing Policy is up for review in July. No revisions are recommended. In consideration of legislative and State Board of Accounts requirements regarding ethics, materiality and internal controls, P. Stringfellow presented four items to the board for adoption – Library Board Commitment, Library Staff Commitment, Materiality Policy, and Code of Ethics Policy. The Library Board Commitment, Materiality Policy, and Code of Ethics Policy were attorney-reviewed and contain all required elements. The Library Staff Commitment was reviewed/revised, modeling after the guidance received from our attorney on the Board Commitment. The board and staff commitment content was previously our board and staff ethics content. P. Stringfellow recommended that the board adopt the following: Board Commitment, Staff Commitment, Materiality Policy, and Code of Ethics Policy. Because these are new, she recommended that they be adopted individually.

JCPL Board Commitment: J. Harper moved to adopt the Jasper County Public Library Board Commitment as presented, seconded by M. Heinig. Motion passed.

JCPL Staff Commitment: J. Umlauf moved to adopt the Jasper County Public Library Staff Commitment as presented, seconded by D. George. Motion passed.

Materiality Policy: D. George moved to adopt the Materiality Policy as presented, seconded by K. Kaluf. Motion passed.

Code of Ethics Policy: M. Heinig moved to adopt the Code of Ethics Policy as presented, seconded by J. Umlauf. Motion passed.

Director's Report: The Milroy artifacts are currently on loan to the Fort Wayne Museum of Art for The Alexander Lawrie Indiana Civil War Generals Portrait Show. A trip to the museum for staff and interested Board Members to see the artifacts on display is scheduled for Tuesday, August 16. Brian K. Williamson, Technical Director for the museum will hopefully be available to give our group a guided tour.

We will meet with our DLGF Field Rep on August 5 to review budget paperwork. We will need to meet with the Budget Committee August 1 to review budget recommendations. Committee

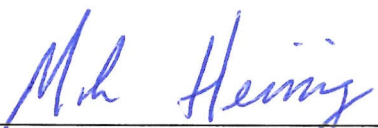
members are: M. Heinig, chair; J. Umlauf; and J. Melton. The August 1 budget committee meeting will be held at 9am.

Based upon our responses to the 2015 Public Library Annual Report the Indiana State Library has determined that we met Indiana Public Library Standards for 2015. A certificate is on file in the business office along with the original copy of our submission.

The State Board of Accounts Auditor has completed the audit of the library for the years 2012, 2013, 2014, & 2015. The auditor conducted an exit interview with Treasurer, M. Heinig, R. Gilmore, and P. Stringfellow on Wednesday, July 6. We should receive our official audit report in late August.

The water at our vacant house in DeMotte is turned off. Billing has ceased.

Adjournment: With no further matters for discussion J. Umlauf moved to adjourn the meeting at 6:33 PM, seconded by J. Harper.



Mark Heinig, Secretary Pro-Tem



Attest: J. Melton, President

CIRCULATION BY HOLDINGS CODE
July 2016

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	28	0	0	28
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWN)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	20	4	0	24
Blu-Ray (DBR)	180	0	0	180
Books on CD (DBKCD)	146	5	3	154
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	157	5	10	172
Digital Audiobooks (DDA)	45	0	0	45
DVD (DDVD)	1403	28	7	1438
Equipment (DEQP)	51	0	0	51
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	5	0	0	5
Fiction (DFIC)	684	28	18	730
Fiction Fantasy (DFICF)	4	0	0	4
Fiction Mystery (DFICM)	107	8	2	117
Fiction New (DFICNEW)	356	14	5	375
Fiction Science Fiction (DFICSF)	7	0	0	7
Fiction Western (DFICW)	2	0	1	3
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	94	5	6	105
Hanging Bags (DHANG)	14	0	0	14
ILL (DILL)	44	0	0	44
Internet (DINTER)	635	0	0	635
Juv. Audio book (DJAUDB)	34	0	0	34
Juv. Biography (DJBIO)	40	0	0	40
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	33	0	0	33
Juvenile Easy (DJE)	1043	10	0	1053
Juv. Easy Non-fiction (DJENF)	76	6	0	82
Juv. Easy Reader (DJER)	439	1	0	440
Juv. Fiction (DJFIC)	530	42	6	578
Juv. Holiday books (DJHOL)	18	0	0	18
Juv. Magazine (DJMAG)	55	0	0	55
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	248	14	3	265
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	2	0	0	2
Juv. Toddler (DJTOD)	138	1	0	139

Large Print Fiction (DLPF)	186	8	3	197
Large Print Nonfic (DLPNF)	16	1	0	17
Magazine (DMAG)	427	1	2	430
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	8	0	0	8
Nonfiction 100 (DNF100)	11	4	0	15
Nonfiction 200 (DNF200)	8	0	0	8
Nonfiction 300 (DNF300)	43	1	3	47
Nonfiction 400 (DNF400)	1	0	0	1
Nonfiction 500 (DNF500)	11	1	0	12
Nonfiction 600 (DNF600)	115	8	3	126
Nonfiction 700 (DNF700)	37	0	1	38
Nonfiction 800 (DNF800)	4	3	0	7
Nonfiction 900 (DNF900)	35	5	0	40
Nonfiction Blu-Ray (DNFBR)	5	0	0	5
Nonfiction DVD (DNFDVD)	62	0	0	62
Nonfiction (DNFIC)	1	0	0	1
Nonfiction New (DNFNEW)	86	2	4	92
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	0	0	0	0
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	1	0	0	1
Software (DSWAR)	9	0	0	9
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	4	0	0	4
YA Biography (DYAB)	3	0	0	3
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	150	8	2	160
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	9	0	2	11
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	7	1	0	8
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	5	21	0	26
Blu-Ray (RBR)	0	426	0	426
Books on CD (RBKCD)	4	94	1	99
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	1	201	3	205
Digital Audiobooks (RDA)	0	40	4	44
DVD (RDVD)	13	2930	49	2992
Equipment (REQP)	0	3	0	3
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	4	0	4
Fiction (RFIC)	27	668	11	706
Fiction New (RFICNEW)	14	394	8	416

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	185	6	191
Hanging Bag (RHANG)	0	10	0	10
ILL (RILL)	1	63	1	65
Internet (RINTER)	0	1609	0	1609
Juv. Audio book (RJAUDB)	5	36	0	41
Juv. Biography (RJBIO)	1	21	0	22
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	1	17	0	18
Juvenile Easy (RJE)	7	605	0	612
Juv. Easy Non-fiction (RJENF)	0	65	0	65
Juv. Easy Reader (RJER)	4	365	1	370
Juv. Fiction (RJFIC)	7	430	1	438
Juv. Magazine (RJMAG)	0	18	0	18
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	2	262	0	264
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	3	0	3
Juv. Toddler (RJTOD)	0	231	0	231
Large Print Fiction (RLPF)	21	296	2	319
Large Print Nonfic (RLPNF)	0	15	0	15
Magazine (RMAG)	8	332	0	340
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	2	0	2
Non-Fiction 100 (RNF100)	0	7	0	7
Non-Fiction 200 (RNF200)	1	17	2	20
Non-Fiction 300 (RNF300)	2	46	3	51
Non-Fiction 400 (RNF400)	0	1	1	2
Non-Fiction 500 (RNF500)	0	15	0	15
Non-Fiction 600 (RNF600)	6	146	3	155
Non-Fiction 700 (RNF700)	1	55	1	57
Non-Fiction 800 (RNF800)	0	22	1	23
Non-Fiction 900 (RNF900)	3	71	1	75
Nonfiction Blu-Ray (RNFBR)	0	4	0	4
Nonfiction DVD (RNFDVD)	1	131	1	133
Nonfiction (RNFIC)	0	1	0	1
Nonfiction new (RNFNEW)	2	148	9	159
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	2	0	2
Professional Coll. (RPRO)	0	1	0	1
Reference (REF)	0	0	0	0
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	13	0	13
Software (RSWAR)	0	9	0	9
Vertical File (RVF)	0	4	0	4
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	1	10	0	11
YA Biography (RYAB)	0	0	0	0

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	4	182	3	189
YA Music CD (RYACD)	0	67	0	67
YA Nonfiction (RYANF)	0	17	0	17
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	3	2	20	25
Blu-Ray (WBR)	0	0	228	228
Books on CD (WBKCD)	11	21	132	164
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	6	6	96	108
Digital Audiobooks (WDA)	0	0	23	23
DVD (WDVD)	4	21	1836	1861
Equipment (WEQP)	0	0	89	89
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	4	4
Fiction (WFIC)	32	20	375	427
Fiction Fantasy (WFICF)	1	1	8	10
Fiction Mystery (WFICM)	4	2	62	68
Fiction New (WFICNEW)	22	10	196	228
Fiction Science Fiction (WFICSF)	0	0	5	5
Fiction Western (WFICW)	0	0	10	10
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	1	2	20	23
Hanging Bags (WHANG)	2	0	7	9
ILL (WILL)	0	1	26	27
Internet (WINTER)	0	0	505	505
Juv. Audio book (WJAUDB)	0	0	10	10
Juv. Biography (WJBIO)	1	0	1	2
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	2	0	13	15
Juvenile Easy (WJE)	17	4	396	417
Juv. Easy Non-fiction (WJENF)	0	0	50	50
Juv. Easy Reader (WJER)	0	4	325	329
Juv. Fiction (WJFIC)	16	7	391	414
Juv. Magazine (WJMAG)	0	0	12	12
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	3	24	133	160
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	0	0	177	177
Large Print Fiction (WLPF)	20	14	129	163
Large Print Nonfic (WLPNF)	0	0	4	4
Magazine (WMAG)	9	0	228	237
Non-Fiction 000 (WNF000)	0	1	3	4
Non-Fiction 100 (WNF100)	0	1	16	17
Non-Fiction 200 (WNF200)	0	1	8	9
Non-Fiction 300 (WNF300)	3	2	20	25
Non-Fiction 400 (WNF400)	0	0	3	3

Non-Fiction 500 (WNF500)	0	3	5	8
Non-Fiction 600 (WNF600)	9	4	56	69
Non-Fiction 700 (WNF700)	1	0	13	14
Non-Fiction 800 (WNF800)	0	0	1	1
Non-Fiction 900 (WNF900)	2	4	37	43
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	0	1	125	126
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	2	3	46	51
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	1	1
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	3	3
Software (WSWAR)	1	0	0	1
Vertical File (WVF)	0	0	6	6
VHS (WVHS)	0	0	0	0
YA Audio book (WYAUDB)	0	0	2	2
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	1	0	1
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	14	17	183	214
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	3	0	6	9
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	8208	10706	6238	25152

CIRCULATION BY HOLDINGS CODE
July 2016

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	28	0	0	28
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	28	27	20	75
Blu-Ray (BR)	185	430	228	843
Books on CD (BKCD)	161	120	136	417
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	164	212	109	485
Digital Audiobooks (DA)	45	40	27	112
DVD (DVD)	1420	2979	1892	6291
Equipment (EQP)	51	3	89	143
See librarian (ERR)	0	0	0	0

Express Book (EXP)	5	4	4	13
Fiction (FIC)	743	716	404	1863
Fiction Fantasy (FICF)	5	1	8	14
Fiction Mystery (FICM)	111	10	64	185
Fiction New (FICNEW)	392	418	209	1019
Fiction Science Fiction (FICSF)	7	0	5	12
Fiction Western (FICW)	2	0	11	13
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	95	192	32	319
Hanging Bags (HANG)	16	10	7	33
ILL (ILL)	45	64	27	136
Internet (INTR)	635	1609	505	2749
Juv. Audio book (JAUDB)	39	36	10	85
Juv. Biography (JBIO)	42	21	1	64
Juv. Book on CD (JB CD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	36	17	13	66
Juvenile Easy (JE)	1067	619	396	2082
Juv. Easy Non-Fiction (JENF)	76	71	50	197
Juv. Easy Reader (JER)	443	370	326	1139
Juv. Fiction (JFIC)	553	479	398	1430
Juv. Holiday (JHOL)	18	0	0	18
Juv. Magazine (JMAG)	55	18	12	85
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	253	300	136	689
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	2	3	0	5
Juv. Toddler (JTOD)	138	232	177	547
Large Print Fiction (LPF)	227	318	134	679
Large Print Nonfic (LPNF)	16	16	4	36
Magazine (MAG)	444	333	230	1007
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	8	3	3	14
Non-Fiction 100 (NF100)	11	12	16	39
Non-Fiction 200 (NF200)	9	18	10	37
Non-Fiction 300 (NF300)	48	49	26	123
Non-Fiction 400 (NF400)	1	1	4	6
Non-Fiction 500 (NF500)	11	19	5	35
Non-Fiction 600 (NF600)	130	158	62	350
Non-Fiction 700 (NF700)	39	55	15	109
Non-Fiction 800 (NF800)	4	25	2	31
Non-Fiction 900 (NF900)	40	80	38	158
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	63	132	126	321
Nonfiction (NFIC)	1	1	0	2
Nonfiction New (NFNEW)	90	153	59	302
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	0	2	0	2
Professional Coll. (PROF)	0	1	0	1
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0

Reference (REF)	38	52	22	112
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	1	13	3	17
Software (SWAR)	10	9	0	19
Vertical File (VF)	0	4	6	10
VHS	0	0	0	0
YA Audio book (YAUDB)	5	10	2	17
YA Biography (YAB)	3	0	0	3
YA Books on CD (YABKCD)	0	1	0	1
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	168	207	188	563
YA Music CD (YACD)	0	67	0	67
YA Nonfiction (YANF)	12	17	8	37
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	7	1	0	8
				0
Free reads	222	259	83	564
Games/Puzzles	14	45	0	59
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8482	11062	6342	25886

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1721	1727	922	4370
Nonfiction	520	749	316	1585
CHILDREN'S BOOKS				
Fiction	2229	1700	1297	5226
Nonfiction	391	395	187	973
YA BOOKS				
Fiction	263	399	220	882
Nonfiction	15	17	8	40
Magazines, Adult	444	333	230	1007
Magazines, Children	55	18	12	85
Sound Recordings, adult	375	383	274	1032
Sound Recordings, ch	91	130	30	251
Online databases	0	0	0	0
Software	10	9	0	19
Vertical file	0	4	6	10
VHS/DVD/Blu-Ray	1668	3541	2246	7455
Equipment	51	3	89	143
Total	7833	9408	5837	23078
A-V Circulation	2144	4063	2550	8757
A-V Circulation as % of total	27.4%	43.2%	43.7%	37.9%

July 2016[illegible]

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Fiction	67	2	1,721	99	17	1,727	94	3	922	4,370
Nonfiction	13	852	520	74	212	749	33	1	316	1,585

Fiction	29	4	2,229	29	1	1,700	66	1	1,297	5,226
Nonfiction	19	1	391	26	0	395	12	0	187	973

Fiction	6	0	263	9	8	399	9	0	220	882
Nonfiction	0	0	15	1	0	17	4	0	8	40

Magazines, Child	55	18	12	85
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Sound Rec/Adult	3	0	375	0	0	383	15	0	274	1,032
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Sound Rec/Child	0	0	91	1	2	130	0	0	30	251
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[illegible]

Software	0	0	10	0	0	9	0	0	0	19
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Vertical Files	0	0	0	0	0	4	0	0	6	10
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VHS/DVD/BluRay	32	0	1,668	3	4	3,541	1	2	2,246	7,455
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Equipment	51	3	89	143
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TOTAL	169	859	7,833	242	244	9,408	234	7	5,837	23,078
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[illegible]

WHEATFIELD

Circulation Increase/Decrease	-21.4%	0.8%	-11.0%
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[illegible]

% change

Jan. to date circulation	169,357	156,552	-7.6%
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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
					ADULT BOOKS
21,432	21,497	15,148	15,230	16,169	16,260 Fiction
18,733	17,894	20,642	20,504	9,274	9,306 Nonfiction
					CHILDREN'S BKS
15,740	15,765	14,289	14,317	12,371	12,436 Fiction
8,520	8,538	6,842	6,868	6,322	6,334 Nonfiction
					YA BOOKS
2,280	2,286	3,291	3,292	2,919	2,928 Fiction
531	531	529	530	161	165 Nonfiction
					0 Magazines,Adult
0	0	20	20	0	0 Magazines, Child
3,919	3,922	4,298	4,298	4,344	4,359 Games, Toys
670	670	604	603	935	935 Sound Rec/Adult
18	18	29	29	7	7 Sound Rec/Child
209	209	170	170	-11	-11 Online Databases
-60	-60			4	4 Software
5,315	5,347	9,608	9,607	5,456	5,455 Vertical Files
118	118	142	142	57	57 VHS/DVD/Blu-ray
77,425	76,735	75,612	75,610	58,008	58,235 EQUIPMENT

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

R5

July 2016

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	129	28	152	33	239	52	520	113
LOCAL HISTORY								
In person	2	1	6	2	0	0	8	2
Letters written	5	5	4	4	0	0	9	9
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	635	26	1609	67	505	21	2749	115
Internet use-Wireless	1922		3441		992		6355	
Computer software used	102	9	124	10	115	10	341	28
VCR Use	0	0	0	0	0	0	0	0
Microforms	7	1	20	3	0	0	27	4
CD ROM/Online databases	213	18	230	19	109	9	552	46
Public FAX24	23		13		21		57	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	9	3	4	1	13	4
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	0		0		1		1	
Outreach activities	50	50	21	14	0	0	71	47
Notarized documents	5	1	1	0	3	1	9	2
Meeting Room Use (no. of group	38	13	50	17	29	10	117	39
Study room use	35	3	52	4	30	3	117	10
Proctoring	0	0	0	0	0	0	0	0
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							1487	
IN-HOUSE USE ITEMS	36		389		172		597	
SELF-CHECKOUT USE	193		634		305		1132	
INTERLIBRARY LOANS								
Requests made for:	66	17	61	15	27	7	154	39
Items rec'd for:	38	19	52	26	21	11	111	56
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	7577	11296	4813	23686
Non-resident, paying	1	0	0	1
PLAC card users	0	1	0	1
Reciprocal borrowers	299	481	131	911
Number of New Patrons Added	45	51	26	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	0	0	0	0	0	0
Children's Programs (0-13)	5	30	9	54	6	36	20	120
Number attending	123		139		139		401	
YA Programs (14-17)	3	18	3	18	3	18	9	54
Number attending	48		56		66		170	
Adult Programs	4	24	7	42	1	6	12	72
Number attending	77		102		12		191	
Senior Citizen Programs	12	72	2	12	3	18	17	102
Number attending	84		26		13		123	
Total Number of Programs	24	144	21	126	13	78	58	348
Total Persons Attending	332		323		230		885	
Total Attending Same Month Last Yr.	606		424		299		1329	
Total Staff Hours Spent		333		343		201	878	861
Total Number of In-House Program	18		19		12		49	
Total Attendance	298		275		221		794	
Total Number of Outreach Program	6		2		1		9	
Total Attendance	34		48		9		91	

CIRCULATION BY PATRON CODE

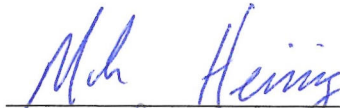
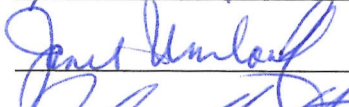
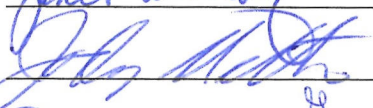
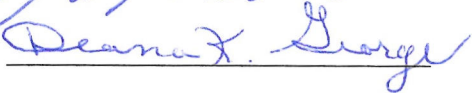
PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5598	71.7%	6626	70.5%	3857	66.3%	16081	69.8%
Corporate	0	0.0%	26	0.3%	0	0.0%	26	0.1%
Juvenile 0-11	89	1.1%	66	0.7%	126	2.2%	281	1.2%
Juvenile-AV	1072	13.7%	1174	12.5%	846	14.5%	3092	13.4%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	198	2.5%	246	2.6%	144	2.5%	588	2.6%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	34	0.4%	43	0.5%	8	0.1%	85	0.4%
Reciprocal YA	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Joseph College	0	0.0%	8	0.1%	0	0.0%	8	0.0%
Staff	462	5.9%	561	6.0%	433	7.4%	1456	6.3%
Walking books	202	2.6%	135	1.4%	0	0.0%	337	1.5%
YA 12-17	4	0.1%	17	0.2%	9	0.2%	30	4.5%
YA-AV	150	1.9%	499	5.3%	393	6.8%	1042	4.5%
Total	7809		9401		5816		23026	
 All items borrowed by nonresidents	 232	 3.0%	 297	 3.2%	 152	 2.6%	 681	 3.0%

Salary Ordinance 2016
Updated 8/8/16

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Beth Hopkins	Page	\$7.25	7/14/16	10	R
Addison Trapp	Page	\$7.25	8/2/16	10	R
Isabelle Molenaar	Page	\$7.25	8/4/16	10	D
Callee Richardson	Page	\$7.25	8/16/16	9	W
Melissa Smith	Library Specialist I	\$13.77	8/16/16	40	R
Phyllis Brown	Clerk	\$9.82	8/22/16	19	D
Alesia Klauer	Clerk	\$9.82	8/22/16	14	W

We have hired Beth Hopkins as a Page, replacing Gina Giordano who no longer works for the library. We have hired Addison Trapp as a Page, replacing Allie Cox who no longer works for the library. We have hired Isabelle Molenaar as Page, replacing Hannah Orsag who no longer works for the library. We have hired Callee Richardson as Page, replacing Alex Holm-Hansen who no longer works for the library. We have promoted Melissa Smith to Library Specialist I, replacing Emily Duran who no longer works for the library. We have hired Phyllis Brown as Clerk, replacing Patty Eenigenburg who was promoted to Library Assistant. We have hired Alesia Klauer as Clerk, replacing Nikki Hachlica who was promoted to Youth Services Specialist.

We have examined and approved the changes to the 2016 Jasper County Public Library Salary Ordinance. Dated 8/8/16.

Food, Tobacco, Drug and Alcohol Policy

Food is prohibited in all public areas of the library, except for the meeting rooms and the coffee café area at the Wheatfield Library.

Non-alcoholic beverages carried in covered containers are allowed in public areas of the library. Use of alcoholic beverages is prohibited on all library property.

State Law prohibits smoking within eight (8) feet of the public entrance. The use of tobacco products inside the library is not permitted. (Smoking in any form, including e-smoking, is prohibited.)

The unlawful manufacture, distribution, dispensing, possession or use of any controlled substances is prohibited on library property. Violations will be reported to local law enforcement authorities.

8/94; last reviewed 8/16

Walking Books Policy

Our Walking Books Service is available to residents of the Jasper County Public Library service district who are homebound, either on a permanent or temporary basis. Delivery may be door to door at the discretion of the library.

Books, magazines, audio books, computer software, non-fiction videos, and CDs will circulate for 6 weeks, with one renewal of three weeks when necessary. Entertainment video due dates will align with delivery dates.

Patrons are not charged overdue fines.

Patrons are expected to be appropriately attired when receiving library services and behave in a manner that is in keeping with the Library Behavior Policy.

4/98; last reviewed 8/16

PERSONNEL POLICY

DEFINITIONS

1. **Exempt employees** are those whose duties and responsibilities are of an executive, administrative, or professional character (or other exempt work) as described under the Fair Labor Standards Act (FLSA) and who are paid on a salary basis and are, therefore, exempt from overtime pay and certain other provisions of the FLSA.
2. The **Board of Directors** of the Jasper County Public Library will hereinafter be referred to as "**The Board**".
3. The **Jasper County Public Library** will hereinafter be referred to as "**JCPL**".
4. **Certified** employees are defined as any employees holding or qualifying for any of the 6 Indiana Library Certification levels.
5. **Non-certified** employees are defined as any employees not holding or qualifying for any of the 6 Indiana Library Certification levels.
6. A **work week** is defined as Sunday through Saturday.
7. **Overtime** is defined as any time worked over 40 hours per week.
8. The first 6 months of employment is considered a training/orientation period when a new employee must satisfactorily demonstrate the ability to perform his/her duties.

ADMINISTRATION AND MANAGEMENT

1. The administration and direction of all employees shall be the responsibility of the Director or his/her designee. Hiring of new personnel, promotions, dismissals shall be under the Director's jurisdiction except where the Board has indicated restrictions. The employment of the Director shall be the responsibility of the Board.
2. JCPL is an Equal Opportunity employer and selection of employees is based solely on merit.
3. All employees are employees at will and can be terminated at any time without notice.
4. JCPL shall observe Indiana Library State Certification requirements.
5. Typically each employee will be evaluated annually in writing. The Director will be evaluated in May.
6. Close relatives of Board members and staff shall not be employed by the Library. Close relatives are defined to include: spouses, parents, children, brothers, sisters, brothers- and

sisters-in-law, fathers- and mothers-in-law, sons- and daughters-in-law, stepparents, stepbrothers, stepsisters, and stepchildren.

SALARIES

1. This salary policy will be reviewed annually to determine whether the classification plan fairly reflects the kind and level of positions needed to effectively operate the library and whether salary ranges are still fair and equitable. Salary obligations made by the Board or by the Director are contingent upon sufficient revenues of the Library.
2. The Board is responsible for determining the amount of money to be budgeted for salaries and setting the salary of the Director.
3. The Director is responsible for determining the job classification and salary amounts for each employee subject to board review.
4. **Explanation of Salary Plan**

4.1. Employees will be paid no less than the minimum salary in their classification.

4.2. Pages, Clerks and Library Assistant I's will be evaluated after 3 months of employment. They will receive a 10 cent salary increase with a satisfactory 3 month evaluation. This also applies to employees promoted to Clerk and Library Assistant I positions.

All new employees will be evaluated after 6 months' employment. A satisfactory rating will qualify the individual for vacation benefits if applicable (see Vacations section for details). Pages, Clerks and Library Assistant I's will receive another 10 cent salary increase at this time and again at the end of the first year of employment if performance is satisfactory. This also applies to employees promoted to Clerk and Library Assistant I positions. Promoted employees who have performed satisfactorily will receive the percentage increase determined by the board as per 4.4.

All newly promoted employees will be evaluated after 6 months in their new position.

An unsatisfactory rating at any time during the training/orientation period may result in immediate termination.

4.3. A new employee or newly promoted employee who has not completed his/her first full year in their position by January 1 will receive the first % increase as determined by the board beginning with the pay period following the anniversary date of his/her 1 year employment.

The employee will be eligible for ½ of the % increase determined by the board as per 4.4 the following January, if s/he has worked more than 3 months and less than 8 months at his/her 1 year salary. If the employee has worked less than 3 months at his/her 1 year salary, s/he remains at the present rate until the following January. If the employee has worked 8 months or more at their one year salary, s/he will be eligible for the full % increase determined by the board as per 4.4.

Pages will be eligible for ½ of the increase as per the salary schedule the following January, if s/he has worked more than 3 months and less than 8 months at his/her 1 year salary. If the employee has worked less than 3 months at his/her 1 year salary, s/he remains at the present rate until the following January.

4.4. Each year an employee's annual salary will increase by an amount or percentage as determined by the board, except for those in the "Page" classification. Page salaries are detailed in the Salary Schedule Chart, below.

4.5. Employees working less than an average of 8 hours per week do not automatically qualify for annual increases.

5. Work Performance

An employee who receives the lowest rating in 3 or more areas of a job performance evaluation is not eligible to receive a raise until they achieve a satisfactory evaluation. Re-evaluation shall occur no sooner than 30 days. Raises will be implemented when a satisfactory rating is received, and effective with the next pay period.

6. Salary Schedule

Minimums will increase ½ of annual salary increase to adjust for inflation each January in odd numbered years.

Compression adjustments will be applied to the salary schedule in accordance with federally mandated minimum wage increases.

Minimum salary for the page position will increase as required by federal law.

Jasper County Public Library Salary Schedule (eff 1/1/2015)

Classification	Minimum	Classification	Minimum
Clerk	\$9.82	Business Manager	\$16.22
Library Assistant I	\$10.42	Librarian 1	\$16.57
Library Assistant II	\$12.32	Librarian 2	\$17.22
Library Specialist I	\$12.66	Librarian 3	\$19.22
Library Specialist II	\$15.35	Systems Administrator	\$19.22
Library/HR Specialist III	\$15.62	Janitor / Courier	\$11.59

			Maintenance		\$13.13
	Minimum	One year	2 yrs	3 yrs	4 yrs
Page	\$7.25	\$7.55	\$7.85	\$8.15	\$8.45

7. Interim Services

When an employee is asked to take on a major portion of the essential responsibilities of an absent employee in a higher job classification for more than three months, s/he will receive additional pay as determined by the Director for the time in which s/he serves in an interim capacity.

8. Salary Classifications

Page: Must be 16 years old. Shelves books, straightens shelves. May also work at the circulation desk.

Clerk: High school diploma or equivalent. Clerical work. Will work at circulation desk and/or in Technical Services.

Library Assistant I: High school diploma or equivalent. In addition to clerical duties, will do basic ready reference work or work in technical services department doing basic materials processing.

Library Assistant II: High school diploma or equivalent with 2 years college or with 3 years library experience or with special technical expertise in a specific area of library operation.

Library Specialist I: 2 years of college or 5 years of library experience and continuing education or special technical expertise in a specific area of library operation. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Library Specialist II: 5 years' experience as Library Specialist I. Demonstrates highly-developed skills. Spends at least 70% of time in a specialized area of library operation requiring extensive independent judgment and initiative.

Library Specialist III/Human Resources Specialist III: 2 years of college or 10 years' experience as a Library Specialist and head of a major library department or area or 3 years of experience in an HR specialized field.

Business Manager: 2 years of college or 5 years of experience in a related field (business and/or accounting). Manages business operations of Library System including supply inventory, financial records, personnel records, benefits administration, general office and secretarial duties; assists with budget preparations.

Janitor: High school diploma or equivalent. Responsible for cleaning and light maintenance of library building.

Maintenance: High school diploma or equivalent. Responsible for maintenance of library building.

Courier: High school diploma or equivalent. Valid driver's license; excellent driving record; current auto insurance; transports library materials daily to each library in system

Librarian I: Bachelor's degree and Indiana library certification, LC4. Responsible for Youth Services, Technical Services or a Branch.

Librarian II: MLS degree and Indiana library certification, LC3. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Librarian III: MLS degree and Indiana library certification, LC3. Responsible for management of a library or Technical Services Department.

Systems Administrator: Bachelor's Degree including a significant amount of computer-related courses. Responsible for management of hardware and operating software for integrated library system and for computer network.

Director: MLS degree plus 2-3 years supervisory experience and Indiana Library Certification LC2. Supervises and directs the operation of the library system, and acts as liaison between Library Board and staff.

9. Changing Classifications

- 9.1. Moving from 1 classification to another is never automatic, even when stated requirements are met. Promotions are dependent on the availability of an opening in the higher position and on the Director's approval of a supervisor's recommendation for promotion of an employee.
- 9.2. When possible, vacancies in higher positions will be filled by promotion of qualified employees from within the library.
- 9.3. Upon promotion, an employee's salary shall immediately be raised to a minimum of 50 cents per hour above his/her present rate.

BENEFITS

1. **Employees qualified for benefits:** Sections 2 through 8 apply to persons working 32 or more hours per week. Employees working 20 - 31 hours per week are eligible to earn sick pay (sec. 2) and vacation pay (sec. 4) and Funeral Leave after they have completed 3 years of service. All employees, regardless of the number of hours worked per week, are entitled to an Anniversary Holiday. See section 3.2 (Holidays).
2. **Sick Pay**
 - 2.1. A paid **sick day** is defined as the number of hours the employee is regularly scheduled to work per week divided by 5.

- 2.2. Employees receive the equivalent of 1 paid sick day per month during their first partial year of employment. 12 paid sick days per year are granted each January thereafter. Employees working 20 to 39 hours per week will receive paid sick days on a prorated basis.
- 2.3. Sick pay may accumulate to a maximum of 96 days.
- 2.4. Sick pay may be used in case of illness of the employee or a relative, as defined in other policies or by law, living in the employee's household.
- 2.5. 5 days of an employee's paid sick days per year may also be used for the care of a (step) parent or (step) child not living in the household. The Library reserves the right to request verifying documentation.
- 2.6. Employees working 24-40 hours per week, who are absent 5 or more working days, must have a doctor's release to return to work. Employees working 23 hours or less per week, who are absent for 3 or more working days, must have a doctor's release to return to work.
- 2.7. Sick pay may be used for an employee's medical appointments if an appointment cannot be made on the employee's own time.
- 2.8. Employee should notify supervisor of his/her desire to use paid sick days 30 days in advance for a foreseeable medical reason.
- 2.9. Paid sick days are a privilege to be used only for the above purposes. Paid sick days cannot be used as vacation or earned time off.
- 2.10. Paid sick days may be used with special approval of the director for extended funeral leave for immediate family members as defined in the funeral section, and for other funerals.

3. **Holidays**

- 3.1. Employees who work an average of 32 hours or more per week are eligible for paid holidays. Refer to the Holiday Policy for a list of holidays we observe.
- 3.2. An Anniversary Holiday, defined in the Holiday Policy, will be given to any long-term employee regardless of full or part time status. Anniversary holidays will be prorated for employees working less than 32 hours per week.
- 3.3. An employee who is eligible for paid holidays and most always works the same number of hours per day each week, will receive that same number of hours for holiday pay.

- 3.4. If the holiday falls on the employee's day off, that employee is granted equivalent time off with pay to be taken within the month.

4. **Vacations**

4.1. **Schedule of earned vacation credit**

Vacation time is based on a 40 hour work week and is prorated for employees working 20 to 39 hours per week.

A vacation day is defined as the hours that an employee is regularly scheduled to work per week during the time the vacation is accrued divided by 5.

4.1.1. Librarians I, II, III, Business Manager, and Systems Administrator

- A. Librarian or Systems Administrator working an average of 32 hours per week or more
 - 0-4 years' service - 1.5 days per month with pay
 - 5+ years' service - 2 days per month with pay
- B. Director
 - 0+ years' service - 2 days per month with pay

4.1.2. Employees working an average of 32 hours per week or more

- 0-4 years' service - 1 day per month with pay
- 5-9 years' service - 1.5 days per month with pay
- 10+ years' service - 2 days per month with pay

4.1.3. Part time employees working 20 to 31 hours per week

- 3-9 years' service - 1 day per month with pay
- 10+ years' service - 1.5 days per month with pay

4.2. **Regulations**

- 4.2.1. No employee may take vacation without approval of the Director, Supervisor, or his/her designee. Vacation requests are approved in consideration of the scheduling needs of the department.

- 4.2.2. Vacation time is accrued from the first day of employment in an eligible position.

- 4.2.3. During the first partial year of employment, all vacation time is prorated.

4.2.4. Vacation time is credited after completion of the new employee's 6 month training/orientation period AND receiving a satisfactory performance evaluation.

4.2.5. Any employee who has successfully completed his/her orientation period and leaves before the end of any year will be paid in a lump sum for unused vacation leave.

4.2.6. Vacation time accrued during 1 calendar year may be taken after the beginning of the following calendar year.

4.2.7. Vacation time should be used in no less than ½ day increments. Exceptions may be granted only under unique circumstances and on a limited basis with the approval of the supervisor.

4.2.8. Vacation time is not cumulative from 1 year to the next.

4.2.9. Vacation leave will not accrue during unpaid leaves of absences.

5. **Funeral leave**

5.1. Staff members who qualify may have up to 3 paid working days (prorated for employees working 20-31 hours) to arrange and attend a funeral or memorial service of the employee's spouse, the employee or spouse's (step) child, (step) sibling, (step) grandparent, (step) grandchild or (step) parent, or the spouse of any of the above.

5.2. Paid sick days may be used with special approval of the director for extended funeral leave for immediate family members as defined in the funeral section, and for other funerals.

6. **Paid Weather Days**

6.1. An excused absence with pay will be given by the Director or his/her designee to any employee working an average of 32 hours or more per week when weather conditions necessitate the closing of the library.

Such absences will not be charged to accrued, vacation time, or sick time. Any employee who is on sick or vacation time or birthday holiday or anniversary holiday when library is closed for such stated emergencies will be charged with his/her sick or vacation time or birthday holiday or anniversary holiday as if the library were open for business. If the library closes for such emergencies on an employee's day off, the employee will not receive a paid weather day off. Employees, working fewer than 32 hours per week, who are offsite and are scheduled to work but are unable to work due to

library closure, will be rescheduled as it fits with library needs. All employees who are onsite at time of emergency closure will be paid for the remainder of their shift.

In the event of library closings due to temporary unsafe or unhealthy working conditions, employees may be asked to report to another branch. Mileage will be paid in this case, if the distance traveled is greater than the distance from the employee's home to his/her usual workplace. Carpooling to the new location is expected when practical.

6.2. **Jury Duty**

6.2.1. The Library recognizes that jury or witness duty is the obligation of all citizens and encourages its employees to fulfill this obligation. If you are called for jury duty or subpoenaed as a witness in a court or administrative agency action, you will be granted excused time away from work. You must, however, return to your duties any time you are not needed in the courtroom. If you are called for jury duty or subpoenaed as a witness, you should advise your supervisor and give the supervisor a copy of the summons or subpoena as soon as possible after learning that you must serve.

Non-exempt employees will receive the difference between their average straight time hourly rate up to 8 hours per day and the payment they receive for jury service for time they otherwise would have been regularly scheduled to work. Employees must present proof of the amount of jury pay received.

Exempt employees will receive their normal salary for partial workweeks in which they perform jury service or witness duty related to the Library's business, less any jury fees received.

Employees must present proof of the amount of jury pay received.

6.2.2. Employees shall note jury duty on their time sheet in the excused absence column. 'Jury duty' should be written in the note field.

7. **Public Employee's Retirement Fund (PERF)**

7.1. Employees who work an average of 32 or more hours per week are required to enroll in PERF if they hold positions classified as:

Director	Business Manager
Assistant Director	Library Specialist
Librarian 3	Library Assistant
Librarian 2	Special Services Librarian
Librarian 1	Systems Administrator

Assistant Business Manager

7.2. The employee's mandatory contribution to PERF is 3% of gross earnings. In addition, the Library also contributes to JCPL's PERF account. This money will be paid out to eligible JCPL employees during their retirement.

7.3. Eligible employees may also elect to make voluntary pre-tax and/or post-tax contributions toward their retirement savings up to an additional 10% of gross earnings.

8. **Health/life insurance**

8.1. The library offers a group health package that includes medical, dental, prescription, vision, life and accidental death benefits that, is presently available to all employees working 30 hours or more per week. The Library has adopted the Internal Revenue Code Section 125, Premium Conversion Plan, to pay for qualified employee insurance premiums.

8.2. The library will pay all but \$1.00 per year of the life insurance cost for any eligible employees who elect not to take the health insurance.

9. **Family and Medical Leave/Military Leave**

The Library will comply with all applicable laws regarding FMLA and Military Leaves of Absence. Consult the JCPL FMLA/Military Leave Policy for more details.

10. **Meal time**

Each employee working 7 hours or more in one day may take at least 30 minutes up to 1 hour of their own time for lunch or supper.

11. **Break time**

Each employee is allowed a break of 15 minutes of paid time for each continuous working schedule of 3 ½ hours.

Employees under the age of 18, who are scheduled to work 6 or more consecutive hours must take a 30 minute break without interruption. If they work 7 or more hours in the day, the break is fully paid. If they work less than 7 hours, they are paid for 15 minutes of their break.

Because the Library is subject to the Fair Labor Standards Act the Library must provide "a reasonable break time" to employees for the purpose of expressing breast milk. The Library

must provide the break time whenever the employee has a need to express breast milk. While the Library is not required to pay employees for this break time, it must provide the lactating employee a private place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public. The Library is only required to provide break time to lactating employees for up to one year after the child's birth.

12. Leave without pay

Good attendance is a condition of employment and necessary for the smooth, efficient, economical running of the library. Leave without pay may, on occasion, be granted by the Director as long as it is not detrimental to JCPL. Unapproved absences without pay will result in disciplinary action.

13. Overtime Guidelines

As a general rule, non-exempt employees may work no more than 40 hours per week. If management determines that overtime must be worked by non-exempt employees, an employee's schedule may be adjusted in another week for budgetary reasons.

14. Meetings and conferences

14.1. Monies budgeted for professional meetings may be provided to employees and board members for the purpose of attending meetings and conferences fostering continuing education and training in those areas related to the operation of the library.

14.2. All employees and Board members are encouraged to attend library related meetings and workshops. Each employee must obtain approval of his/her supervisor and the Director before attending such meetings and seeking expense reimbursements. The Director may approve staff attendance at any Indiana Library Federation (ILF), Indiana State Library, or MCLS meeting/webinar/conference/workshop and ALA or PLA webinar. Others must be approved by the Board.

14.3. Employees attending meetings or conferences are paid only for their regularly scheduled hours. Any time exceeding the scheduled time shall be considered compensatory time and shall conform to section 13. When attending all day meetings, 1 hour is unpaid lunch time, unless the meeting continues through the lunch hour.

14.4. To receive compensation for expenses incurred for any meeting, employees and Board members must submit accounts payable vouchers with attached receipts to the Director's office by the Monday preceding the next board meeting.

15. Certification

It is the policy of the library to meet the standards set by the Indiana State Library for certification levels for professional staff members. It is the responsibility of each professional staff member to maintain the certification level appropriate to the position he/she fills and to pursue the library education units (LEUs) required by the Indiana State Library for re-certification for the professional position he/she holds: Director: 100 LEUs every 5 years; Department and Branch Head: 75 LEUs every 5 years; Professional Assistant: 50 LEUs every 5 years. Each professional staff member must submit a copy of each LEU certificate received to the business office.

16. Travel

16.1. The library will pay meal, lodging, and transportation expenses related to official library business.

16.2. ~~Approved~~ Official library business includes outreach activities, banking, recycling, post office, AV Shopping, Summer Reading shopping, supply shopping, conferences, workshops, field trips, counterpart meetings, or meetings approved by the Board and travel among the 3 libraries of the Jasper County Public Library system.

16.3. Employees traveling on official library business may be reimbursed for meals when traveling outside of the library's service area.

16.4. Employees traveling on ~~approved~~ official library business ~~will~~ may be reimbursed for mileage at the IRS approved rate.

16.5. Employees traveling on official library business may be reimbursed for lodging and transportation expenses such as parking fees, tolls, cab fare, and air fare.

16.6. Claims for reimbursement must be completely itemized and supported by as many receipts as it is possible to obtain.

16.7. Employees are prohibited from using personal communication devices (i.e. cell phones, pagers, etc) while operating a motor vehicle on library business. Employees operating a motor vehicle should park in a safe area before making or receiving telephone calls or otherwise using personal devices. Furthermore, employees are required to be familiar and comply with the laws of the jurisdiction in which they are driving.

17. Appropriate dress

Appropriate dress and personal grooming create a favorable image for the library. We expect you to use good judgment and to maintain high standards in your personal cleanliness and attire. Your appearance affects the library's image. The library reserves the right to determine that particular attire is inappropriate for its business and to inform you of this and instruct you to change inappropriate attire. Some clothing, such as jeans, normally judged unacceptable for work, will be allowed on casual dress days and on other special occasions with permission from the Director.

18. Alcohol and drug use

Use of alcoholic beverages is prohibited on all library property.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on library property. Employees violating that prohibition will be terminated. Employees working under the influence of alcohol or under the influence of illegally-used drugs may also be terminated. All violations will be reported to local law enforcement authorities.

An employee must notify the Director of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Such conviction will result in dismissal.

19. Discipline

The Jasper County Public Library makes no promise of continued employment or employment for a specific period of time. The employer-employee relationship remains at-will. An individual's employment will continue only so long as the employee is satisfied with the library, and the library is satisfied with the employee.

Any employee who fails to perform the job satisfactorily, or is otherwise guilty of misconduct or insubordination, will be subject to discipline. In many cases, progressive discipline will be employed, including counseling, verbal warnings followed by written warnings, before more drastic measures are taken. Because circumstances vary in each case, each situation will be handled on an individual basis.

20. Outside Employment

JCPL does not prohibit employees from outside employment. The job cannot, however, interfere with meeting the staffing needs of JCPL. Employees may not have outside employment while on leave (except vacation leave) from JCPL.

21. Workers Compensation

This insurance covers employee work-related injuries. It pays for medical expenses and for time off work due to the injury according to WC Regulations. The employee may use paid sick leave to make up the difference between workers' compensation time-off reimbursement and the employee's normal wage for that time period.

22. **Telecommuting**

Telecommuting arrangements will only be allowed at the discretion of the Director.

Adopted 10/93; revised 7/14; revised 4/15; 4/16; revised 8/16

	2013 Disbursed	2014 Disbursed	2015 Budget	2015 Disbursed full year	2016 Budget	2016 Disbursed 6/30/2016	2017 Proposed Budget	% of Total 2017 Budget
1 PERSONAL SERVICES								
1.1 Salaries and wages								
1.11 Salary of librarian	\$61,742	\$63,592	\$65,582	\$65,503	\$67,558	\$33,506	\$69,576	
1.12 Salary of Assistants	\$1,033,577	\$1,040,667	\$1,082,897	\$1,049,490	\$1,091,370	\$543,804	\$1,081,147	
1.13 Wages of Janitor	\$60,532	\$49,789	\$68,692	\$73,052	\$88,012	\$41,901	\$90,743	
1.2 Employee benefits								
1.21 Employer: FICA	\$85,351	\$85,760	\$93,114	\$88,346	\$95,391	\$45,951	\$94,972	
1.22 Unemployment Comp	\$3,242	\$3,621	\$3,544	\$3,434	\$3,517	\$4,205	\$7,013	
1.23 Employer: PERF	\$89,259	\$101,721	\$108,799	\$106,058	\$109,799	\$55,174	\$109,072	
1.24 Employer: Group Insur.	\$107,504	\$110,583	\$132,389	\$124,491	\$149,936	\$64,341	\$150,836	
1.3 Other personal services								
1.31 Other personal services	\$0	\$0						
Total Personal Services	\$1,441,207	\$1,455,732	\$1,555,017	\$1,510,374	\$1,605,583	\$788,882	\$1,603,359	62.2%
2 SUPPLIES								
2.1 Office supplies								
2.11 Official records	\$150	\$368	\$600	\$455	\$600	\$0	\$600	
2.12 Stationery/printing	\$6	\$299	\$550	\$187	\$500	\$0	\$500	
2.13 Other office supplies	\$5,981	\$6,736	\$7,500	\$8,490	\$8,500	\$3,815	\$8,500	
2.2 Operating supplies								
2.21 Cleaning/sanitation	\$4,853	\$6,109	\$6,000	\$6,050	\$6,000	\$2,759	\$6,500	
2.22 Fuel/oil/lubricants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
2.23 Other operating supplies	\$6,162	\$5,980	\$7,000	\$6,199	\$7,000	\$2,623	\$8,000	
2.3 Repair/maintenance supplies								
2.31 Building materials	\$4	\$372	\$1,000	\$761	\$1,000	\$234	\$1,000	
2.32 Painting supplies	\$91	\$140	\$200	\$190	\$400	\$181	\$400	
2.33 Repair parts	\$1,024	\$778	\$2,000	\$686	\$1,500	\$138	\$1,000	
2.4 Other supplies								
2.41 Library supplies	\$10,779	\$14,523	\$14,900	\$13,995	\$15,350	\$5,115	\$15,500	
2.42 Marketing supplies	\$0	\$62	\$50	\$36	\$50	\$33	\$50	
Total Supplies	\$29,049	\$35,368	\$39,800	\$37,051	\$40,900	\$14,897	\$42,050	2%

	2013 Disbursed	2014 Disbursed	2015 Budget	2015 Disbursed full year	2016 Budget	2016 Disbursed 6/30/2016	2017 Proposed Budget	% of Total 2017 budget
3 OTHER SERVICES/CHARGES								
3.1 Professional services								
3.11 Consulting services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
3.12 Engineer/Arch Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
3.13 Legal services	\$3,881	\$4,040	\$5,000	\$4,092	\$6,000	\$641	\$7,500	
3.14 Other profess. services	\$13,304	\$11,542	\$6,500	\$5,819	\$10,000	\$3,592	\$26,564	
3.145 Databases/Licensing Ser	\$23,536	\$21,271	\$26,620	\$23,304	\$21,552	\$15,703	\$25,427	
3.146 E-Books Services	\$9,690	\$11,750	\$18,700	\$3,000	\$18,500	\$18,500	\$16,600	
3.2 Communication/Transportation								
3.21 Telephone	\$2,330	\$3,016	\$4,200	\$3,362	\$3,800	\$1,876	\$3,800	
3.22 Postage	\$2,065	\$2,474	\$3,000	\$2,777	\$3,000	\$1,368	\$3,000	
3.23 Traveling expenses	\$17,579	\$16,128	\$20,000	\$19,277	\$20,000	\$6,903	\$20,000	
3.24 Professional mtgs	\$6,334	\$9,157	\$8,000	\$7,799	\$10,768	\$3,914	\$8,500	
3.25 Freight/Express	\$2,033	\$1,697	\$2,000	\$1,761	\$2,000	\$576	\$2,000	
3.26 Network expenses	\$6,034	\$7,171	\$64,860	\$6,311	\$64,860	\$0	\$76,620	
3.3 Printing/Advertising								
3.31 Adv/Public. of notices	\$344	\$481	\$800	\$239	\$600	\$174	\$600	
3.32 Printing (not offc. supply)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
3.33 Marketing advertising	\$1,483	\$1,487	\$1,800	\$1,767	\$1,800	\$1,754	\$1,800	
3.4 Insurance								
3.41 Official bonds	\$200	\$200	\$250	\$250	\$250	\$262	\$300	
3.42 Other insurance	\$27,259	\$28,051	\$29,500	\$28,948	\$31,000	\$16,333	\$27,000	
3.5 Utility services								
3.51 Gas	\$17,392	\$25,821	\$45,000	\$17,571	\$45,000	\$7,961	\$45,000	
3.52 Electricity	\$80,712	\$87,238	\$100,000	\$88,533	\$100,000	\$40,162	\$100,000	
3.53 Water	\$1,676	\$3,209	\$4,000	\$3,662	\$4,000	\$1,901	\$4,000	
3.54 Waste disposal service	\$5,293	\$5,916	\$6,500	\$6,532	\$6,500	\$3,583	\$7,500	
3.6 Repairs/maintenance								
3.61 Bldgs/Structures	\$80,665	\$56,207	\$55,920	\$54,770	\$66,922	\$25,803	\$117,170	
3.62 Equipment	\$725	\$1,314	\$1,000	\$1,673	\$3,000	\$1,086	\$3,000	

		2013 Disbursed	2014 Disbursed	2015 Budget	2015 Disbursed full year	2016 Budget	2016 Disbursed 6/30/2016	2017 Proposed Budget	% of Total 2017
3.7 Rentals									
3.71	Real estate	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
3.72	Equipment	\$614	\$260	\$300	\$268	\$300	\$209	\$300	
3.91	Dues	\$513	\$3,829	\$1,875	\$1,899	\$1,900	\$514	\$2,200	
3.92	Interest on loans	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
3.93	Taxes/Assessments	\$349	\$240	\$250	\$240	\$250	\$904	\$250	
3.94	Transfer to LIRF	\$35,000	\$35,000	\$100,000	\$0	\$100,000	\$0	\$75,822	
3.95	Book reimbursement	\$267	\$79	\$100	\$45	\$100	\$95	\$200	
3.96	Petty cash	\$0	\$0	\$120	\$0	\$120	\$0	\$120	
3.97	Interview/moving expens	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
3.98	Maintenance/service cor	\$97,970	\$91,123	\$112,057	\$109,668	\$117,119	\$66,661	\$114,233	
	Total Other Services/Charg	\$439,260	\$430,719	\$620,367	\$395,580	\$641,357	\$265,043	\$689,506	25%
4 CAPITAL OUTLAYS									
4.1	Land	\$0	\$0	\$0	\$63,448	\$0	\$0	\$0	
4.2	Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
4.3	Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
4.4	Furniture/equipment	\$43,665	\$37,629	\$51,648	\$47,749	\$50,714	\$2,352	\$82,624	
4.5 Other capital outlays							\$108		
4.51	Books	\$139,978	\$137,791	\$160,300	\$147,766	\$160,000	\$62,514	\$160,000	
4.52	Periodicals,newspapers	\$21,319	\$20,380	\$25,000	\$21,321	\$25,000	\$12,449	\$25,000	
4.53	Nonprint materials	\$51,446	\$48,052	\$58,000	\$51,165	\$58,000	\$17,793	\$60,000	
	Total Capital Outlays	\$256,407	\$243,853	\$294,948	\$331,449	\$293,714	\$95,216	\$327,624	11%
	FUND TOTAL	\$2,165,923	\$2,165,671	\$2,510,132	\$2,274,454	\$2,581,554	\$1,164,037	\$2,662,539	

Operating Fund Appropriations 2017 Proposed Budget

Things to remember-

- We will not know until the end of the year how much operating balance we will actually have to begin 2017.
- Miscellaneous revenue estimates are estimates. There is no way to be certain that we will get as much as we estimate. We may get more in some areas.
- The budget we have created is based upon what we know at this time. We feel we have included all necessary expenditures we know at this time and have provided for an emergency as well.
- DLGF has announced our growth quotient for our 2017 budget - 3.800%.

Operating Budget-

For your benefit we have provided additional information about some funds to give you an idea of why we budgeted the amount that we did in a given category.

1.1 Salaries and Wages --

- Allows for up to a 3% increase in January. The Board determines salary increase at December board meeting.
- Allows for 5 additional hours for our ILL Specialist as needed due to demand for service
- INPRS (formerly PERF) employer contribution rate 11.2% in 2017. This percentage is dictated to us.
- Unemployment rate estimated at 1.414%. (We get firm figures close to year end.)
- Health Insurance rate increase was estimated at 15% upon the advice of our health insurance account manager. We expect to have firm figures in October or November. We budgeted for one additional employee to be on insurance as a contingency, in case someone else decides to pick up this benefit.

2.11 Official Records

Vendor checks; tax forms; receipt books; labor posters

2.12 Stationary and Printing

Envelopes/stationary; business cards; note cards

2.13 Other Office Supplies - costs going up for these items

Copy paper; printer cartridges, deposit slips

2.21 Cleaning and Sanitation

Paper products

2.23 Other Operating Supplies

Osby Chemicals; redout; fluorescent tubes; outdoor bulbs; ice melt; trash bags; batteries; etc.

2.31 Building Materials and Supplies

Air filters; ceiling tiles; boiler chemicals; mulch

2.32 Paint and Painting Supplies - more painting to do in our older buildings

For improvements to our buildings

2.33 Repair Parts

parts for toilet repairs, vacuum, lights

2.41 Library Supplies - costs going up for these items

For processing supplies, craft supplies, puppets, summer reading program materials, meeting room supplies laminate, book bags, automation materials, spine labels, book jackets, AV containers, etc. This total serves 5 departments. We do not purchase food and/or prizes from this fund.

2.42 Marketing Supplies

3.13 Legal Services - beefed this up a bit in case we need legal advice regarding new property

Attorney fees-employment law consultation, library policy guidance, contract review

3.14 Other Professional Services - have included funds for a compensation study (will make recommendation and seek board approval in 2017); would like some funds for a Staff Development Day presenter; and added a little in case we need architectural guidance on development of new property

Program Presenter fees, COBRA admin fee, water testing; architect fees

3.21 Telephone

3.22 Postage

3.23 Mileage

Courier mileage; staff mileage; air fare for conferences

3.24 Professional Meetings (outside training)— trying to be frugal but conference costs are going up Registration fees, hotel/meal expenses; our system has always been committed to continuing education for staff/Board; State Library requires a certain # of LEU hours for some library staff.

3.25 Freight/Express—

Book/nonprint shipping

3.26 Network Expenses-

It is expected that we will be reimbursed for a portion of these costs through federal and state funds. This has been the case for the past several years. If reimbursement disappears we are allowed to pay for these expenses from the Operating and/or Rainy Day fund. We feel we have placed a sufficient amount in operating to cover this contingency.

3.31 Advertising and Public Notices

Legal ads; help wanted ads

3.33 Marketing/Advertising

Publicity ads; booth rental

3.41 Official Bonds

Employee bonds; notary bonds; treasurer bonds

3.42 Other Insurance

Building insurance; D & O liability insurance

3.51 Gas

Based on history

3.52 Electricity

Based on history

3.53 Water

We have seen an increase in this expense.

3.54 Waste Disposal Service

Sewer + Trash:

3.6 Repairs/Maintenance

3.61 Buildings/Structures - it takes a lot to maintain 3 buildings

	2015	2016	2017
Telephone System	\$250	\$250	\$250
Exterminators	\$1,700	\$750	\$750
Boiler inspection	\$200	\$200	\$200
Elevator inspection	\$120	\$120	\$120
Lawn & Tree Treatments	\$1,800	\$2,400	\$2,600
Lawn/landscaping/mulch	\$11,000	\$10,000	\$9,000
snow removal	\$6,000	\$7,500	\$5,000
Building repairs-Precision, Ziese, etc.	\$30,000	\$40,102	\$88,650
Tree Trimming	\$1,000	\$1,000	\$1,000
IDEM drinking water fee	\$100	\$100	\$100
Parking Lot-stripping	\$3,500	\$4,000	\$4,500
Locksmith	\$250	\$500	\$500
Lighting/Electrical Repairs	\$0	\$0	\$4,500
TOTAL	\$55,920	\$66,922	\$117,170

3.62 Equipment Repairs - aging buildings equals more repairs and we try to keep things in good repair
Copier drums; fire extinguisher inspection/replacement; phone; contingency

3.72 Equipment Rentals

DeMotte PO Box; safety deposit box; W water cooler

3.91 Dues

MCLS ; NICCL membership fee; ILF; W Chamber; D Chamber; R Rotary & Chamber

3.93 Taxes and Assessments

3.94 Transfer to LIRF

3.95 Book Reimbursement

3.96 Petty Cash

3.98 Maintenance and service Contracts –

Precision Costs will be slightly higher for the next year due to work done that was never billed.

	2015	2016	2017
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Pro Account (Flickr)	\$25	\$25	\$25
Precision Controls – D & W HVAC	\$8,500	\$11,571	\$11,571
Simplex	\$2,300	\$2,300	\$2,550
	\$0	\$0	\$0
Copiers (Netwise)	\$2,800	\$2,900	\$3,100
Copiers (Cardinal)	\$1,800	\$2,100	\$2,700
Elevator	\$1,625	\$1,625	\$1,720
AVC (financial acctg)	\$1,520	\$1,621	\$1,706
Unique Management	\$2,000	\$1,800	\$1,800
Domain Registration – Go Daddy	\$46	\$46	\$46
Info Express	\$300	\$300	\$300
TLC	\$38,847	\$42,798	\$40,247
	\$0	\$0	\$0
Public WebBrowser	\$125	\$125	\$125
Softtrack metering software	\$959	\$959	\$958
	\$0	\$0	\$0
	\$0	\$0	\$0
Astaro Firewall-3 yrs coverage	\$6700	\$0	\$0
Roeing	\$34,000	\$34,000	\$34,000
Engaged Patrons Events	\$229	\$229	\$229
	\$0	\$0	\$0
Hamstra – W HVAC maintenance	\$1,208	\$1,208	\$1,200
VMware/vSphere virtual server control	\$0	\$0	\$210
Meraki (pd. thru 10/19)	\$700	\$2,700	\$0
Veeam (back-up maintenance)	\$0	\$0	\$1,620
PC Cop Management	\$1,240	\$1,240	\$1,240
PrinterOn	\$0	\$1,485	\$1,485
ESET Anti Virus (pd. thru 12/19)	\$0	\$1,679	\$0
Microfilm Maintenance – 1 unit	\$1,670	\$1,670	\$835
Email Archiving	\$1,357	\$1,357	\$1,357
Tech Logic Self-Check	\$1,200	\$1,200	\$1,248
Direct Deposit	\$460	\$500	\$500
Sprint Mobile Hotspots (6) - new	\$0	\$0	\$2,520
D & S Web Hosting	\$480	\$480	\$480
CG Smart Shield	\$201	\$201	\$201
Debit/Credit Fees – Spark Pay	\$965	\$1,000	\$260
NOD 32	\$0	\$0	\$0
TOTAL	\$112,057	\$117,119	\$114,233

4.3 Improvements

4.4 Equipment \$82,624

(D) \$9,900 (DVD Blu Ray shelving & outside garbage can for nature nook)

(R) \$7,000 (shelves, slider dividers, and bookends)

(W) \$1,950 (LCD projector with surround sound for meeting room)

(A) \$25,000 (copies as needed, phone system for all 3 libraries as needed, contingency funds)

(T) \$500 unexpected need

(S) \$37,524 (replacement pcs, color printers, microfilm reader replacement, marketing TV adaptor, monitors, gigabit switches, back-up for Milroy files, misc. small devices, and contingency funds for things that die unexpectedly)

JCPL Literacy Committee - \$750 (literacy related equipment/furniture)

4.51 Books

4.52 Periodicals & Newspapers

4.53 Non-Print (Online Databases & System Software)

Summary

In addition to the Operating Fund, the Board must also approve budgets for BIRF (Bond & Interest Redemption Fund), and the Rainy Day Fund.

Fund Name	Budget
Library Operating Fund	\$2,662,539
Rainy Day Fund	\$56,195
Bond & Interest Redemption Fund	\$327,469
Capital Projects Fund	\$0
Library Improvement Reserve Fund	\$0

COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR
PUBLIC LIBRARY INTERNET ACCESS for
FUNDING YEAR JULY 1, 2017 THROUGH JUNE 30, 2018

WHEREAS, the board of the Jasper County Public Library has determined that it is beneficial to its operations to join the Indiana State Library Consortium for Public Library Internet Access; and

WHEREAS, the board recognizes that being part of the Indiana State Library Consortium for Public Library Internet Access requires following certain rules, including:

1. Filtering all computers in order to receive the e-Rate discount on vendor invoices (If the library chooses not to filter, they can be in the consortium and not receive e-rate discount, but may be eligible for reimbursement from State Technology Grant Fund.);
2. ensuring that the total cost of non e-rate services is included in at least one fund budget;
3. assuming financial responsibility for non-eRate portion that may not be covered by the State Technology Grant Fund;
4. working with AdTec in the filing of all forms, except Form 470, with the Universal Service Administrative Company Schools & Libraries Division; and

WHEREAS, the board acknowledges that by joining the Indiana State Library Consortium for Public Library Internet Access it receives certain benefits and that by opting out of the consortium, or by failing to abide by the Consortium rules, the library will lose the benefits.

NOW THEREFORE BE IT RESOLVED that the library shall be a member of the Indiana State Library Consortium for Public Library Internet Access and, as a member, the library shall abide by the rules of the Indiana State Library Consortium for Public Library Internet Access.

DULY ADOPTED by the Board of Trustees of the Jasper County Public Library at its regular meeting held on the 8th day of August, 2016, at which meeting a quorum was present.

NAY

AYE

Mick Heining
Janet Lambert
Jody McArthur
Deanna L. George

ATTEST:

Secretary

Mick Heining

Director's Report July 2016

Consent Agenda

You will be approving the minutes of the July Board meeting, bills, and financial reports.

2016 Salary Ordinance: There are updates to the salary ordinance this month. Please see R 7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

Policies for Review: Two policies are up for review in August: Food, Tobacco, Drug and Alcohol Policy and Walking Books Policy. Please see R 10 & R 12. No revisions are recommended.

General Business:

2017 Budget: A budget overview has been provided in your packet. Please see R 30. The Budget Committee consisting of Mark Heinig (Chair), Janet Umlauf, and Jody Melton met with the Director and Business Manager to review the 2017 Budget on August 1. Director and Business Manager met with our DLGF Field Rep on August 5 (this date and time are assigned to us). At our August meeting the Budget Committee will make their recommendations to the Board, and **the board will need to approve to advertise the budget.** We are no longer required to send a copy of our budget to the County Council for a non-binding review.

Resolution to Continue in the Public Library Internet Consortium: In 2005 you agreed to sign a commitment to join the Public Library Internet Consortium. **This year you need to resolve to continue as a member of the Public Library Internet Consortium.** We are required to conduct this business annually. As a member of the Public Library Internet Consortium we receive the e-rate discount portion of the consortium Internet cost. **A board vote is required.**

Personnel Policy: I recommend a revision to our Personnel Policy. We did review/revise this policy in April, which is our annual routine, but our auditor made a recommendation which I would like to implement immediately. She advised that we include a bit more detail in the travel section of our Personnel Policy to better explain allowable expenses and how reimbursements will be made. This language lines up with language in our Accounting Manual provided by the state and also lines up with past and current library practice. The recommendation is simply to include these details in the travel section of our Personnel Policy. Please see R 14. Revisions are located on policy page 120 and are highlighted. **A board vote is required to revise the policy as recommended.**

Director's Report:

In January of this year, we received an email from the Indiana Public Retirement System (INPRS) stating "In an effort to comply with the Government Accounting Standards Board (GASB) Statement No. 68, INPRS has selected your organization and will be completing a review of your census data as of June 30, 2015 and payroll data for fiscal year July 1, 2014 - June 30, 2015." This audit was conducted on July 18 and the auditor indicated that it all looked good. Preparation for the audit took a good bit of time, as INPRS had a very specific preparation process that was our responsibility to do. Rayann and Donna worked diligently to prepare, and the audit went smoothly and quickly.

On Friday, July 29 I sent an email to three vendors, requesting an estimate for tile replacement in the downstairs public restrooms and foyer at the DeMotte Library. Estimates are due by August 15. It is my intention that this work will be completed between September 1 and November 15, 2016. It is also my desire that the library would be closed to the public while demolition of the old floor and installation of the new floor is occurring, but I will bring that matter to the board for approval after estimates are received, and we know which vendor we will be working with. Monies have been budgeted for this project, and we are looking forward to this much needed improvement.

We have scheduled another Active Shooter Training for our staff and community. Our third and final program will be September 12 at 10am at the Wheatfield Library. This valuable training for our staff, and we are happy to open these sessions to the public for their benefit as well.

Staff shortages continued in July with many staff on vacation and some staff out on medical leave. This has strained our resources a bit, but we continue to work together to get essential work done. We continue to experience staff changes. You will see this reflected on the Salary Ordinance Update. Linda sums it up very well as she shares, "Needless to say we are running with a small crew, but I appreciate staff going the extra mile and covering for everyone."

System Administrator News

Sheila viewed the webinar, Cultivating a Library Techno-culture: We are Tech Workers!

Sheila reports, on July 5 "TLC Classic Circ was super slow and took forever for the printers to be recognized when you initially bring up the pink screen (5 minutes). On the 7th, TLC allocated more processing resources to our server and that seemed to fix the slowness while using circ; however, we continued having issues with printers taking a long time to be recognized. On the 19th, we experienced TLC login issues later in the afternoon. I called TLC and discovered that they made a change to the server in the middle of the day to try to help with

our TLC issues the last 2 weeks; however, the change they made required a reboot in order for logins to work (I don't think they thought this through completely before making the change). They rebooted the server and our login issue was fixed." TLC is an integral part of nearly everything we do. When we encounter these problems it is vexing for staff and patrons.

Technical Services News

Becky reports, "During the past week we've had problems with Circulation on the terminal services (Pink Screen). TLC seems to have solved those issues, but subsequently we had problems with Cataloging and Serials. I believe they had to re-install Circ and Serials on our servers there. I still do not have Serials access on my machine."

She continues, "I have been officially selected to be part of a Panel discussion about our Digital Access Cards at TLCU 2016 in Phoenix, AZ. They are asking for up to 10 minutes of prepared content." I am confident Becky will represent us well and help others understand our process for digital access cards.

DeMotte Library News

Debbie reports, "Our Summer Reading Program has officially ended. The last programs included visits from the local tumbling club and closing parties that included many games and ice cream. We had over 410 children, youth, and adults in attendance to participate in the reading program. The numbers were slightly down from last year, but all of those in attendance really had a good time. A volunteer thank you party was held to thank our teen volunteers for all of their hard work. And DeMotte staff enjoyed "thank you cupcakes". In our lobby area, large blue construction paper ribbons with pictures from the youth summer reading programs were devised and displayed and will be displayed throughout the summer. Large yellow construction paper ribbons with pictures from the teen summer reading programs were also devised and displayed as well. As the youth and teens complete the reading program, their picture is taken and displayed in the lobby with the slogan: DeMotte Public Library Reading Champions. Thank you cards were created for each presenter using pictures from their program. These cards will be sent to them. '

She continues, "All the staff has been thinking and planning for the DeMotte Library's 50th Birthday! August 15th we will be exactly 50 years old!! We will have an open house with picture displays, balloons, cake, and beverages to celebrate this milestone!!

Rensselaer Library News

Linda reports that she is "wrapping up adult Summer Reading Programs. We had 222 participants, gave out 7 weekly prizes, and the Grand Prize winner was Larry

Bruce who was tremendously excited!! Nancy performed a Story Time at the 4-H fair again this year. Nancy & Jessica provided activities at the Children's Night at the Farmer's Market. Melissa Smith held a fun Indiana-shaped cookie decorating program; one of our Bicentennial programs this year."

Janice reports, "Summer Reading was a wonderful and successful event. We had very generous donors from throughout the community which allowed us to give away bicycles as a grand prize. We had two new special shows; one was a story teller who gave us great information about the history of the Olympics and the stories of the Greek gods, our other new performer was Rockin' Leonardo who performed for the kids and got them moving and dancing; he even got our teen volunteers in the spotlight. The teen volunteers were terrific and made all the programs run smoothly. The staff was amazingly helpful as always and made the program a huge success. Janice also went to Van each Tuesday morning during their breakfast hour; dropping off free read books, and marketing our children's SR program. We had 232 kids sign up 74 teens 124 kids did the first week 40 teens did the first week 49 kids finished all the weeks 11 teens finished all the weeks."

Wheatfield Library News

Evie reports, "I have been really excited about the changes I'm already seeing with current staff in their new positions. Carolynn, who recently transitioned from Youth Services Assistant to Adult Services Specialist, has a great mind for programming and is researching some great new ideas, including the idea of a beer/wine garden, pop-up programs for parents during Story Times, a "young adult" book discussion at a local coffee shop, and a pallet-painting program (already scheduled). Nikki, who transitioned from Clerk to Youth Services Assistant, is still learning about programming, but has done an awesome job with new displays in the Story Time room, YA and Juvenile areas. Nikki, with Carolynn and Rachael's help is also learning how to post to Instagram..."

She continues, "Summer Reading was again a great success this year. The children really seemed to enjoy the weekly programs and incentives for reading, which included a Frisbee, a free book, a free squeeze freeze from Family Express, ice cream from Dairy Queen, 2 tickets to a Rail Cat's game, and a free ticket to Indiana Beach. Rachael made sure to thank each business that donated to the library by sending a thank you card to them, as well as sending a press release to the local paper. She also sent pictures of the kids to the paper, so I'm sure they will be happy to see themselves soon!"

Please contact me if you are unable to attend the August Board meeting or if you have any questions about materials in your packet.-Patty

JCPL FINANCIAL STATEMENT

July 31, 2016

	<u>Beginning 2016 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$621,832.00	\$173,929.52	\$1,341,489.82	\$89,113.28	\$1,348,909.98	\$629,252.16
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$11,733.55	\$712.66	\$6,363.79	\$50.00	\$7,909.75	\$13,279.51
DeMotte	\$3,280.63	\$164.70	\$1,782.15	\$0.00	\$3,179.53	\$4,678.01
Rensselaer	\$5,790.86	\$308.49	\$2,717.00	\$50.00	\$3,161.83	\$6,235.69
Wheatfield	\$2,662.06	\$239.47	\$1,864.64	\$0.00	\$1,568.39	\$2,365.81
Library Improvement Reserve Fund	\$174,701.97	\$0.00	\$28,495.58	\$11.62	\$86.02	\$146,292.41
Bond & Interest Redemption Fund	\$172,158.96	\$0.00	\$333,186.25	\$0.00	\$165,599.54	\$4,572.25
Rainy Day Fund	\$311,013.21	\$0.00	\$0.00	\$0.00	\$1,019,939.69	\$1,330,952.90
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$7,264.32	\$778.32	\$7,264.32	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$1,278,989.78	\$0.00	\$0.00	\$4.29	\$31.22	\$1,279,021.00
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$98.60	\$0.00	\$98.60	\$0.00	\$26,792.00	\$26,792.00
Sales Tax	\$173.69	\$0.00	\$157.31	\$3.96	\$123.50	\$139.88
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Settlement Fund	\$12,908.92	\$0.00	\$0.00	\$0.00	\$0.00	\$12,908.92
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$8,269.18	\$58,901.90	\$8,269.18	\$58,901.90	\$0.00
FICA Tax Collected	\$0.00	\$7,498.46	\$53,449.86	\$7,498.46	\$53,449.86	\$0.00
State Tax Collected	\$3,565.69	\$3,443.80	\$25,259.17	\$3,485.22	\$25,178.65	\$3,485.17
County Tax Collected	\$2,786.38	\$2,572.08	\$19,091.01	\$2,607.67	\$18,912.35	\$2,607.72
Deferred Comp.	\$0.00	\$2,010.00	\$14,070.00	\$2,010.00	\$14,070.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,658.08	\$25,542.67	\$3,663.42	\$25,544.57	\$1.90
Employee Life Insur.	\$0.00	\$182.07	\$1,284.49	\$182.06	\$1,284.54	\$0.05
Employee INPRS	\$0.00	\$3,039.97	\$21,485.84	\$3,039.97	\$21,485.84	\$0.00
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,597,497.07	\$206,094.14	\$1,936,140.61	\$119,939.13	\$2,788,219.41	\$3,449,575.87

Bank Balances**Jasper County Public Library****Report as of: 7/31/16**

Bank		
1	Alliance Bank	\$1,949,305.87
2	Demotte State Bank	\$0.00
3	CD#002-0668943762 Fifth Third Bank	\$500,000.00
4	PNC Bank	\$0.00
5	Cash On Hand	\$270.00
7	CD#002-0668943754 Fifth Third Bank	\$275,000.00
8	CD#002-0668943770 Fifth Third Bank	\$725,000.00
Total all banks =		\$3,449,575.87

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 100OPERATING FUND

Jasper County Public Library

Report Date: From 7/1/16 To 7/31/16

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$67,558.00	\$0.00	\$67,558.00	\$5,820.49	\$39,326.69	\$28,231.31	58.2
1.12 SALARY OF ASSISTANTS	\$1,091,370.00	\$0.00	\$1,091,370.00	\$88,747.87	\$632,551.42	\$458,818.58	58.0
1.13 WAGES OF JANITORS	\$88,012.00	\$0.00	\$88,012.00	\$6,550.79	\$48,451.78	\$39,560.22	55.1
1.21 EMPLOYER'S SHARE-FICA	\$95,391.00	\$0.00	\$95,391.00	\$7,498.46	\$53,449.86	\$41,941.14	56.0
1.22 UNEMPLOYMENT COMPENSATION	\$3,517.00	\$0.00	\$3,517.00	\$1,590.31	\$5,795.36	(\$2,278.36)	164.8
1.23 EMPLOYER'S CONTRIB.- PERF	\$109,799.00	\$0.00	\$109,799.00	\$9,050.89	\$64,224.66	\$45,574.34	58.5
1.24 EMPLOYER'S CONTRIB.- INS.	\$149,936.00	\$0.00	\$149,936.00	\$10,357.51	\$74,698.10	\$75,237.90	49.8
Subtotal	\$1,605,583.00		\$1,605,583.00	\$129,616.32	\$918,497.87	\$687,085.13	57.2
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
2.12 STATIONERY AND PRINTING	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,500.00	\$0.00	\$8,500.00	\$552.97	\$4,367.62	\$4,132.38	51.4
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$448.51	\$3,207.22	\$2,792.78	53.5
2.23 OTHER OPERATING SUPPLIES	\$7,000.00	\$0.00	\$7,000.00	\$221.03	\$2,843.92	\$4,156.08	40.6
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$234.31	\$765.69	23.4
2.32 PAINT AND PAINTING SUPPLIES	\$400.00	\$0.00	\$400.00	\$0.00	\$180.64	\$219.36	45.2
2.33 REPAIR PARTS	\$1,500.00	\$0.00	\$1,500.00	\$23.18	\$161.57	\$1,338.43	10.8
2.41 LIBRARY SUPPLIES	\$15,350.00	\$0.00	\$15,350.00	\$10.56	\$5,125.40	\$10,224.60	33.4
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$32.88	\$17.12	65.8
Subtotal	\$40,900.00		\$40,900.00	\$1,256.25	\$16,153.56	\$24,746.44	39.5
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$514.00	\$1,155.25	\$4,844.75	19.3
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$220.00	\$3,811.50	\$6,188.50	38.1

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Spent</i>
3.145 DATABASES & LICENSING SERVICES	\$21,552.00	\$0.00	\$21,552.00	\$21.50	\$15,724.35	\$5,827.65	73.0
3.146 E-BOOKS SERVICES	\$18,500.00	\$0.00	\$18,500.00	\$0.00	\$18,500.00	\$0.00	100.0
3.21 TELEPHONE	\$3,800.00	\$0.00	\$3,800.00	\$243.60	\$2,119.82	\$1,680.18	55.8
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$385.00	\$1,753.32	\$1,246.68	58.4
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$2,991.49	\$9,894.87	\$10,105.13	49.5
3.24 PROFESSIONAL MEETINGS	\$10,768.00	\$0.00	\$10,768.00	\$697.88	\$4,612.05	\$6,155.95	42.8
3.25 FREIGHT	\$2,000.00	\$0.00	\$2,000.00	\$119.70	\$695.63	\$1,304.37	34.8
3.26 NETWORKING	\$64,860.00	\$0.00	\$64,860.00	\$302.68	\$302.68	\$64,557.32	0.5
3.31 ADVERTISING & PUBLIC NOTICES	\$600.00	\$0.00	\$600.00	\$0.00	\$173.90	\$426.10	29.0
3.33 MARKETING ADVERTISING	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$1,753.68	\$46.32	97.4
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$50.00	\$312.00	(\$62.00)	124.8
3.42 OTHER INSURANCE	\$31,000.00	\$0.00	\$31,000.00	\$0.00	\$16,333.00	\$14,667.00	52.7
3.51 GAS	\$45,000.00	\$0.00	\$45,000.00	\$652.15	\$8,612.92	\$36,387.08	19.1
3.52 ELECTRICITY	\$100,000.00	\$0.00	\$100,000.00	\$8,884.66	\$49,047.12	\$50,952.88	49.0
3.53 WATER	\$4,000.00	\$0.00	\$4,000.00	\$279.95	\$2,181.05	\$1,818.95	54.5
3.54 WASTE DISPOSAL SERVICES	\$6,500.00	\$0.00	\$6,500.00	\$606.31	\$4,189.39	\$2,310.61	64.5
3.61 BUILDING & STRUCTURES	\$66,922.00	\$0.00	\$66,922.00	\$4,246.95	\$30,049.84	\$36,872.16	44.9
3.62 EQUIPMENT REPAIRS	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$1,086.40	\$1,913.60	36.2
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$11.95	\$220.65	\$79.35	73.6
3.91 DUES	\$1,900.00	\$0.00	\$1,900.00	\$0.00	\$514.00	\$1,386.00	27.1
3.93 TAXES & ASSESSMENTS	\$250.00	\$0.00	\$250.00	\$0.00	\$904.08	(\$654.08)	361.6
3.94 TRANSFER TO LIRF	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$95.20	\$4.80	95.2
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$117,119.00	\$0.00	\$117,119.00	\$9,677.72	\$76,338.76	\$40,780.24	65.2
Subtotal	\$639,341.00		\$639,341.00	\$29,905.54	\$250,381.46	\$388,959.54	39.2
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$50,714.00	\$0.00	\$50,714.00	\$0.00	\$2,352.21	\$48,361.79	4.6
4.5 OTHER CAPITAL OUTLAYS	\$0.00	\$0.00	\$0.00	\$0.00	\$107.50	(\$107.50)	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Spent</i>
4.51 BOOKS	\$160,000.00	\$0.00	\$160,000.00	\$11,014.88	\$73,528.50	\$86,471.50	46.0
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$416.80	\$12,865.62	\$12,134.38	51.5
4.53 NONPRINTED MATERIALS	\$58,000.00	\$0.00	\$58,000.00	\$1,719.73	\$19,513.18	\$38,486.82	33.6
Subtotal	\$293,714.00		\$293,714.00	\$13,151.41	\$108,367.01	\$185,346.99	36.9
Grand Total	\$2,579,538.00	\$0.00	\$2,579,538.00	\$173,929.52	\$1,293,399.90	\$1,286,138.10	50.1

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for**155STATE TECHN.FUND GRANT****Jasper County Public Library****Report Date: From 7/1/16 To 7/31/16**

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Spent</i>
<i>3. Other Services and Charges</i>							
3.26 NETWORKING	\$0.00	\$0.00	\$0.00	\$778.32	\$7,264.32	(\$7,264.32)	0.0
Subtotal	\$0.00		\$0.00	\$778.32	\$7,264.32	(\$7,264.32)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$778.32	\$7,264.32	(\$7,264.32)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F3D

Voucher List
Jasper County Public Library

Report Date: From 7/1/16 To 7/31/16

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	488	PAYROLL	7/8/16	PAYROLL	\$48,695.88
34776	489	AARON'S LAWN CARE	7/11/16	Mowing & edging	\$1,120.00
34775	490	ACE HARDWARE	7/11/16	Door stop, door hold kick downs, sprinkler parts, yardsticks	\$56.85
34777	491	ANTHEM BLUE CROSS BLUE	7/11/16	Health Ins. Premiums- July 2016	\$12,597.76
34778	492	ANTHEM LIFE	7/11/16	Life Ins. Premiums- July 2016	\$94.68
34779	493	BAKER & TAYLOR	7/11/16	Books, Continuations, AV, Auto. Yours	\$11,567.94
34780	494	BAKER & TAYLOR ENTERTAIN	7/11/16	DVDs	\$643.60
34781	495	BLUETARP FINANCIAL, INC	7/11/16	Screws, automotive goop, 3-in-1 oil	\$12.57
34782	496	CIRCLE R ELECTRIC, INC.	7/11/16	DeM & Rens: add phone lines	\$623.00
34783	497	CONSOLIDATED INSURANCE	7/11/16	New notary bond- C. DeVries	\$50.00
34784	498	CULLIGAN WATER CONDITIO	7/11/16	Wh: Water Cooler Rental-July 2016	\$11.95
34785	499	DEBORAH KRISTOFF	7/11/16	CDs from Summer Reading Presenter	\$10.00
34786	500	DELTA DENTAL	7/11/16	Dental Ins. Premiums-July 2016	\$551.19
34787	501	DELL MARKETING L.P.	7/11/16	Toner	\$531.01
34788	502	DEMOTTE HISTORICAL SOCIE	7/11/16	Books	\$40.00
34789	503	DONNA BARKO	7/11/16	Mileage 4/7-7/5/16: Bank deposits, Post Office, Courthouse, employee orientation, transport	\$50.22
34790	504	ENA SERVICES LLC	7/11/16	Internet Service- June 2016	\$1,081.00
34791	505	FAEGRE BAKER DANIELS LLP	7/11/16	Legal assistance on policy matters	\$324.00
34792	506	GALE/CENGAGE LEARNING	7/11/16	Books	\$98.21
34793	507	INDIANA STATE LIBRARY	7/11/16	Info Express Delivery Services, 2 days/week	\$300.00
34794	508	INDIANA WASTE SERVICE	7/11/16	DeM: Trash pick-up July 2016	\$89.70
34795	509	INFORMATION TODAY, INC.	7/11/16	Internet Librarian Conference registration- S. Maxwell	\$379.00
34796	510	JUNIOR LIBRARY GUILD	7/11/16	Books	\$80.00
34797	511	KIM DELGER	7/11/16	Book Discussion Dinner expenses	\$100.00
34798	512	KV POST NEWS	7/11/16	Rens & Wh: Newspaper subscriptions Acct# 0047445 & 0046755	\$126.00
34799	513	LINDA POORTENGA	7/11/16	Mileage 6/15-6/17/16: Makerspace Counterparts meeting, Management meeting, B2B	\$87.48
34800	514	MIDWEST TAPE	7/11/16	CDs	\$56.96
34801	515	NITCO	7/11/16	DeM: Local Phone & Fax Service July 2016	\$159.76
34802	516	OLLIS BOOK CORPORATION	7/11/16	Books	\$29.98
34803	517	PATTY STRINGFELLOW	7/11/16	Mileage 5/4-6/16/16: Local Government Finance Training, Budget Workshop, Management meeting	\$160.92
34804	518	PEGGY MICHELIN	7/11/16	Mileage 3/22-6/15/16: AV Shopping, Post Office, pickup supplies, transport	\$29.38
34805	519	RACHEL WILKINSON	7/11/16	Mileage 3/15-6/21/16: AV Shopping, pickup supplies & Summer Reading donations	\$73.71
34806	520	REPUBLIC SERVICES #715	7/11/16	Wh: Trash Service- July 2016	\$82.15
34807	521	RMC IMAGING, INC	7/11/16	Annual Maintenance ST-200 Scanner & Companion Scanner, 7/29/16-7/28/17	\$1,657.50
34808	522	ROEING CORPORATION	7/11/16	Tech Maintenance Support - 3rd Installment 2016	\$7,500.00
34809	523	TECH SMITH	7/11/16	Snagit Single-User Upgrade License	\$21.50
34810	524	THREE TREE INVESTMENTS L	7/11/16	Wh: Install fascia on whole building	\$2,400.00
34811	525	TONY PERONA	7/11/16	Program Presenter	\$220.00
34812	526	TRANSYLVANIA UNIVERSITY	7/11/16	Lost ILL Book	\$25.00
34813	527	TRUGREEN PROCESSING CE	7/11/16	DeM: Tree & shrub treatment	\$103.95
34814	528	UNIQUE MANAGEMENT SERVI	7/11/16	Collections: Initial/Secondary Placements- June 2016	\$116.35
34815	529	USA TODAY	7/11/16	Rens: Newspaper subscription Acct# 4243565	\$290.80
34816	530	VISION SERVICE PLAN	7/11/16	Vision Ins. Premiums- July 2016	\$226.67

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
34817	531	WAL-MART COMMUNITY/RFC	7/11/16	Wipes, DVDs, CDs, Summer Reading prizes, Anime Club expenses, children's supplies, cleaning supplies	\$775.05
34818	532	YVONNE DEL VECCHIO	7/11/16	Mileage 5/4-6/29/16: Walking Books, Book Club, deliver newsletters	\$42.44
0	533	GREAT-WEST RETIREMENT S	7/8/16	Annuity Contributions withheld 7/8/16 Payroll (Conf. #409)	\$1,005.00
0	534	INDIANA DEPARTMENT OF RE	7/8/16	State & County Taxes withheld June 2016 Payrolls (Ref. #72939)	\$6,015.88
0	535	INPRS fbo PERF	7/8/16	INPRS Contributions 7/8/16 Payroll	\$5,724.44
0	536	IRS USA TAXPAYMENT	7/8/16	Federal Withholding, Medicare, & FICA withheld 7/8/16 Payroll & Ins. (Acknowledgement#42787478)	\$11,069.29
0	537	TOWN OF DEMOTTE	7/8/16	DeM: Water & Sewer Service- June 2016 (Conf. #406)	\$167.64
0	538	TOWN OF DEMOTTE	7/8/16	DeM House: Water & Sewer Service- June 2016 (Conf. #407)	\$84.72
0	539	TOWN OF WHEATFIELD	7/8/16	Wh: Sewer Service- July 2016 (Conf# 408)	\$56.65
0	540	ALLIANCE BANK	7/11/16	Direct Deposit Fees - June 2016	\$76.60
34819	541	BUSINESS CARD	7/11/16	TLC University airfare, Budget Workshop expenses, notary application fee, Makerspace Counterparts expenses, B2B expenses, Summer Reading prizes, children's supplies	\$1,637.92
34820	542	COVENTRY HOUSE PUBLISHI	7/11/16	Book	\$15.99
34821	543	DUMAS & MAHNESMITH P.C.	7/11/16	Legal assistance on policy matters	\$190.00
34822	544	HP Products	7/11/16	M-folds, toilet paper, trash bags, odor counteractant, glass cleaner, urinal screens, urinal blocks	\$425.63
34823	545	ICC Business Products	7/11/16	Tape	\$21.96
34824	546	INDIANA DEPT. OF WORKFOR	7/11/16	2nd Quarter 2016 Unemployment Compensation Pymt	\$1,590.31
34825	547	INDIANA LIBRARY FEDERATIO	7/11/16	2016 CYPD Conference registration: N. Phillips	\$250.00
34826	548	KIRBY RISK CORPORATION	7/11/16	Lightbulbs, ballasts, lampholders	\$189.49
34827	549	NIPSCO	7/11/16	Gas & electric service	\$5,562.87
34828	550	POSTMASTER	7/11/16	Stamps, pre-stamped postcards	\$385.00
34829	551	RAYANN GILMORE	7/11/16	Mileage 5/27-7/8/16: Bank deposits, Post Office, Gateway Workshop, transport, Budget Workshop	\$511.92
34830	552	SHEILA MAXWELL	7/11/16	Mileage 1/11-6/28/16: Branch Visits, Positivity Meeting, Management Meeting, Automation Counterparts meeting, NICCL meeting; Automation Counterparts meeting expenses	\$620.58
0	553	PAYROLL	7/25/16	PAYROLL	\$52,423.27
0	554	AFLAC	7/25/16	Supplemental Insurance July 2016 (Conf. #414)	\$727.36
0	555	CENTURYLINK	7/11/16	WH: Local Phone Service July 2016 (Conf. # 412)	\$27.56
0	556	CENTURYLINK	7/25/16	WH: Fax Service July 2016 (Conf. # 411)	\$9.32
0	557	CENTURYLINK	7/25/16	Rens: Local phone & fax service July 2016 (Conf #410)	\$46.96
0	558	CITY OF RENSSELAER	7/25/16	RENS: Utilities 6/8 - 7/9/16 (Conf. #413)	\$4,379.34
0	559	GREAT-WEST RETIREMENT S	7/25/16	Annuity Contributions withheld 7/8/16 Payroll (Conf. #415)	\$1,005.00
0	560	INPRS fbo PERF	7/25/16	INPRS Contributions 7/25/16 Payroll	\$6,366.42
0	561	IRS USA TAXPAYMENT	7/25/16	Federal Withholding, Medicare, & FICA withheld 7/25/16 Payroll & Ins. (Acknowledgement#80802000)	\$12,196.81
0	562	SPARKPAY	7/31/16	Merchant Processing Fees- July 2016	\$16.05

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$206,094.14

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, August 02, 2016

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$206,094.14

Date this 8th day of August, 20 16.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
July 31, 2016

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,512.15	\$17,951.18
DeMotte	\$684.22	\$5,516.34		
Rensselaer	\$1,006.57	\$7,579.11		
Wheatfield	\$821.36	\$4,855.73		
PHOTOCOPIES:			\$842.49	\$6,017.26
DeMotte	\$320.45	\$2,350.74		
Rensselaer	\$299.94	\$2,211.87		
Wheatfield	\$222.10	\$1,454.65		
INTEREST (Checking, Repurchase, CDs):			\$142.44	\$617.92
TAXES:			\$85,559.66	\$1,293,059.79
Property Tax	\$0.00	\$636,874.31		
LOIT	\$17,903.58	\$125,325.06		
License Excise Tax	\$0.00	\$49,795.57		
Financial Institution Tax	\$0.00	\$1,169.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$6,303.29		
Local Option/Certified Shares	\$55,240.08	\$386,680.56		
Local Option/Property Tax Repl.	\$12,416.00	\$86,912.00		
TAXABLE SALES:-			\$6.54	\$43.62
REFUNDS:			\$50.00	\$31,220.21
Rebates/Refund	\$0.00	\$0.00		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$50.00	\$1,450.00		
Reimbursement	\$0.00	\$333.69		
Fixed Asset Sales	\$0.00	\$0.00		
Miscellaneous Receipts	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$29,436.52		
TOTAL OPERATING FUND RECEIPTS			\$89,113.28	\$1,348,909.98
PLAC FUND:			\$0.00	\$0.00
GIFT FUNDS:			\$50.00	\$7,909.75
DeMotte	\$0.00	\$3,179.53		
Rensselaer	\$50.00	\$3,161.83		
Wheatfield	\$0.00	\$1,568.39		
LIB. IMPROV. RESERVE FUND:			\$11.62	\$86.02
Interest Earned	\$11.62	\$86.02		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$165,599.54
Property Tax	\$0.00	\$153,521.47		
License Excise Tax	\$0.00	\$10,133.27		
Financial Institution Tax	\$0.00	\$662.09		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,282.71		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:			\$0.00	\$1,019,939.69
Special CAGIT Distribution	\$0.00	\$0.00		
Special LOIT Distribution	\$0.00	\$1,019,939.69		
Interest Earned	\$0.00	\$0.00		
STATE TECHNOLOGY FUND GRANT FUND:-			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$4.29	\$31.22
Interest Earned	\$4.29	\$31.22		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:			\$0.00	\$0.00
LEVY EXCESS FUND:			\$0.00	\$26,792.00
SALES TAX:			\$3.96	\$123.50
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$0.00
Interfund Transfer	\$0.00	\$0.00		
INSURANCE SETTLEMENT FUND			\$0.00	\$0.00
SUB-TOTAL (page 1)			\$89,183.15	\$2,569,391.70

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WITHHOLDING ACCOUNT FUNDS:

			\$30,755.98	\$218,827.71
FIT Tax Collected	\$8,269.18	\$58,901.90		
FICA Collected	\$7,498.46	\$53,449.86		
State Tax Collected	\$3,485.22	\$25,178.65		
County Tax Collected	\$2,607.67	\$18,912.36		
Deferred Comp Plan	\$2,010.00	\$14,070.00		
Pre-tax Insurance Plans	\$3,663.42	\$25,544.57		
Life Insurance	\$182.06	\$1,284.54		
INPRS	\$3,039.97	\$21,485.84		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$119,939.13	\$2,788,219.41

Voucher List

Jasper County Public Library

Report Date: From 8/1/16 To 8/8/16

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
34831	563	AARON'S LAWN CARE	8/8/16	Mowing & edging	\$1,138.00
34832	564	ANTHEM BLUE CROSS BLUE	8/8/16	Health Ins. Premiums- August 2016	\$11,934.72
34833	565	ANTHEM LIFE	8/8/16	Life Ins. Premiums- August 2016	\$91.08
34834	566	BAKER & TAYLOR	8/8/16	Books, Continuations, AV, Auto. Yours, B&T user licenses	\$14,515.48
34835	567	BAKER & TAYLOR ENTERTAIN	8/8/16	DVDs	\$784.63
34836	568	CAROLYNN DeVRIES	8/8/16	Colored pencils	\$11.37
34837	569	CENTER FOR CREATIVE SOL	8/8/16	Retainer for Staff Development Day presenter	\$200.00
34838	570	CHICAGO TRIBUNE	8/8/16	DeM: Newspaper subscription Acct# 20468938	\$285.74
34839	571	CHILDREN'S MUSEUM OF INDI	8/8/16	Book	\$16.95
34840	572	CIRCLE R ELECTRIC, INC.	8/8/16	DeM: Troubleshoot and repair parking lot light	\$447.90
34841	573	D & S COMPUTER SERVICES	8/8/16	Hosting 3rd quarter 2016	\$120.00
34842	574	DEBORAH KRISTOFF	8/8/16	Mileage 5/12-7/27/16: Management meetings, Counterparts meeting, transport, MCLS Training	\$75.06
34843	575	DELTA DENTAL	8/8/16	Dental Ins. Premiums- August 2016	\$522.18
34844	576	DEYOUNG PLUMB, HTG, & AIR	8/8/16	Wh: Backflow Testing	\$150.00
34845	577	ENA SERVICES LLC	8/8/16	Internet Service- July 2016	\$1,621.50
34846	578	FAEGRE BAKER DANIELS LLP	8/8/16	Legal assistance on policy matters	\$445.50
34847	579	GREY HOUSE PUBLISHING	8/8/16	Continuations	\$862.10
34848	580	INDIANA HISTORICAL SOCIET	8/8/16	Books	\$34.92
34849	581	INDIANA LIBRARY FEDERATIO	8/8/16	Difference is You conference registration- C. DeVries	\$25.00
34850	582	INDIANA NIE FOUNDATION	8/8/16	Books	\$33.00
34851	583	JUNIOR LIBRARY GUILD	8/8/16	Books	\$1,914.00
34852	584	KONE, INC.	8/8/16	Dem: Quarterly Elevator Maintenance Agreement- 7/1-9/30/16	\$417.33
34853	585	LAURIE STEELE	8/8/16	Online Database (Read the Books) 7/1/16-6/30/17	\$940.00
34854	586	LINDA POORTENGA	8/8/16	Mileage 6/24-7/22/16: Pickle transport, Management meeting, B2B	\$72.36
34855	587	MADISON HOUSE PUBLISHIN	8/8/16	Books	\$379.00
34856	588	NETWISE RESOURCES	8/8/16	Rens & Wh: staff copier quarterly service agreements	\$1,970.75
34857	589	NICHE ACADEMY	8/8/16	Niche Academy database annual subscription	\$1,260.00
34858	590	NICKOLE HACHLICA	8/8/16	Mileage 7/19/16: transport	\$5.40
34859	591	NITCO	8/8/16	DeM: Local Phone & Fax Service August 2016	\$159.76
34860	592	PATTY STRINGFELLOW	8/8/16	Mileage 7/6-7/27/16: transport, MCLS Media Bootcamp	\$78.84
34861	593	PRECISION CONTROL SYSTE	8/8/16	1st & 2nd Quarter Invoice for Routine Maintenance @ Rens & DeM(Contract Jan.1 thru Dec. 31, 2016); DeM: VAV 20 reheat valve leaking, reheat circ. Pump seal leaking, shut down pump & valaved off, drained piping & cleaning up balcony, valved off & drained VAV reheat coil, removed actuator & valve, replaced valve & reinstalled actuator, opened valves & vented, replaced pump gauge, replaced leaking auto vent on top of mechanical room heater, unwired reheat circ. Pump & took off mounts, removed pump, cleaned flange of pump housing, took pump to propump to get rebuilt, main circ. Pump, picked up pump for propump, installed pump & new gasket, replaced 1/4" gauge by pump, filled & vented	\$7,390.33
34862	594	QUILL CORPORATION	8/8/16	Labels, CD/DVD file folders, double stick tape, toner, binding covers, binding combs, labeler, latex gloves, nametag	\$497.25
34863	595	RACHAEL CAVINDER	8/8/16	Mileage 7/18-7/21/16: transport, Storytime at the Fair	\$36.72
34864	596	RAINBOW PRINTING	8/8/16	Library Cards & Digital Access Cards	\$1,407.00
34865	597	RENSSELAER CHAMBER OF C	8/8/16	Luncheon Meeting- May	\$10.00

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
34866	598	REPUBLIC SERVICES #715	8/8/16	Wh: Trash Service- August 2016	\$82.15
34867	599	SIMPLEXGRINNELL	8/8/16	Wh: Service call for active smoke detector, panel normal upon arrival, cleaned the devices, and tested all smoke detectors via panel, system normal upon departure	\$462.00
34868	600	SMITH FARM STORE	8/8/16	Nuts, bolts	\$7.36
34869	601	SUNRISE PACKAGING INC.	8/8/16	Audiobook cases	\$438.86
34870	602	SVT, LLC	8/8/16	Summer Reading Teen program expenses	\$35.08
34871	603	THOMSON REUTERS - WEST	8/8/16	Continuations	\$321.50
34872	604	TRUGREEN PROCESSING CE	8/8/16	Rens: Lawn fertilization, tree & shrub treatment; DeM; Lawn fertilization	\$249.00
34873	605	ULINE	8/8/16	CD cases	\$155.08
34874	606	VISION SERVICE PLAN	8/8/16	Vision Ins. Premiums- August 2016	\$214.74
34875	607	WAL-MART COMMUNITY/RFC	8/8/16	DVDs, Anime Club expenses, Summer Reading prizes, cleaning supplies, batteries	\$655.21
34876	608	WORLD BOOK INC.	8/8/16	World Book Database subscription	\$995.67
0	610	ALLIANCE BANK	8/8/16	Direct Deposit Fees - July 2016	\$36.80
34877	611	BLUETARP FINANCIAL, INC	8/8/16	Door viewer, blue mask tape, concrete sealant, cement crack filler, junction box, cover, clamp	\$43.31
34878	612	BUSINESS CARD	8/8/16	Men coat form for Milroy uniform, emergency ballasts, batteries, background check, Difference is You conference registrations, CYPD conference registrations, volunteer party expenses, teen program expenses, Summer Reading expenses	\$769.63
34879	613	CULLIGAN WATER CONDITIO	8/8/16	Wh: Water Cooler Rental-August 2016, 5-gallon drinking water- 5	\$48.70
34880	614	HAINES & COMPANY, INC.	8/8/16	Continuations	\$371.50
34881	615	INDIANA WASTE SERVICE	8/8/16	DeM: Trash pick-up August 2016	\$89.70
34882	616	KIRBY RISK CORPORATION	8/8/16	Lightbulbs	\$133.40
34883	617	MOTION PICTURE LICENSING	8/8/16	License Certificate - Rensselaer Lib (10/01/2016 - 10/01/2017)	\$110.94
34884	618	NIPSCO	8/8/16	Wh: Gas & electric service 7/1-8/2/16	\$2,480.99
34885	619	OFFICE DEPOT	8/8/16	Carbon paper, construction paper, toner, copy paper, pens, color copy paper, label tape, laminator, kleenex, laminator pouches	\$621.95
34886	620	RENSSELAER LAUNDRY ROO	8/8/16	Laundry	\$29.75
34887	621	UNIQUE MANAGEMENT SERVI	8/8/16	Collections: Initial/Secondary Placements- July 2016	\$89.50
34888	622	WHEATFIELD CHAMBER OF C	8/8/16	Sandhill Crane Festival 10x10 Booth	\$40.00

F6c

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$58,336.69

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, August 08, 2016

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **\$58,336.69**

Date this 8th day of August, 2016.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Sept

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, September 12, 2016, 6pm
Wheatfield Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of August Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R 10)

General Business

2017 Budget Hearing (R 20)
Wheatfield Library Annual Report (R 20)
Capital Projects Fund Transfer (R 20)
Bylaw Revision (R 20 - R 21)
Permission to Close DeMotte Library
for Tile Replacement (R 21)

Action
Information
Action
Action
Action

Director's Report (R 20-R 26)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

August 8, 2016
Rensselaer Library

Present: Jody Melton, Mark Heinig, Janet Umlauf, Deana George, Patricia Stringfellow, Rayann Gilmore

Absent: Janelle Harper, Natalie Waling, Kevin Kaluf

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items including the July Board Meeting Minutes, bills/financial reports, Salary Ordinance Update, Food, Tobacco, Drug & Alcohol Policy, and Walking Books Policy reviews were approved as presented, on a motion by J. Umlauf, seconded by D. George. Motion passed.

2017 Budget: The Budget Committee consisting of M. Heinig (Chair), J. Umlauf, and J. Melton met with P. Stringfellow, Director and R. Gilmore, Business Manager to review the 2017 Budget. The growth quotient for the 2017 Budget is 3.8%. We stayed within this amount. P. Stringfellow and R. Gilmore met with our DLGF field rep on August 5. This meeting went well. The total of the combined budgets for Operating, BIRF, and Rainy Day is \$3,046,203. J. Umlauf moved to advertise the 2017 Budget as presented, seconded by M. Heinig. Motion passed.

Resolution to Continue in the Public Library Internet Consortium: In 2005 the Library joined the Public Library Internet Consortium. Annually, the Board is required to resolve to continue as a member. As a member of the Public Library Internet Consortium we receive the e-rate discount portion of the consortium Internet cost. M. Heinig moved to continue in the Consortium, seconded by D. George. Motion passed.

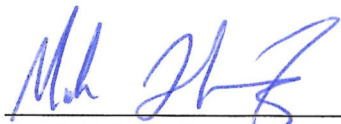
Personnel Policy: The Personnel Policy was reviewed/revised in April, which is our annual routine, but our auditor made a recommendation which we would like to implement immediately. She advised that we include more detail in the travel section of our Personnel Policy to better explain allowable expenses and how reimbursements will be made. This language lines up with language in our Accounting Manual provided by the state and also lines up with past and current library practice. M. Heinig moved to include these details in the travel section of our Personnel Policy as presented, seconded by J. Umlauf. Motion passed.

Director's Report: In January of this year, we received an email from the Indiana Public Retirement System (INPRS) stating "In an effort to comply with the Government Accounting Standards Board (GASB) Statement No. 68, INPRS has selected your organization and will be completing a review of your census data as of June 30, 2015 and payroll data for fiscal year July 1, 2014 – June 30, 2015." This review was conducted on July 18 and the reviewer indicated that it all looked good.

P. Stringfellow sent an email to three vendors on Friday, July 29, requesting an estimate for tile replacement in the downstairs public restrooms and foyer at the DeMotte Library. Estimates are requested by August 15. It is our intention that this work will be completed between September 1 and November 15, 2016.

Items for Future Agendas: property acquisition

Adjournment: With no further matters for discussion J. Umlauf moved to adjourn the meeting at 6:44 PM, seconded by D. George.



Mark Heinig, Secretary Pro-Tem


Attest: Jody Melton, President

CIRCULATION BY HOLDINGS CODE
August 2016

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	37	1	0	38
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	30	3	0	33
Blu-Ray (DBR)	132	0	1	133
Books on CD (DBKCD)	127	13	1	141
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	168	10	0	178
Digital Audiobooks (DDA)	19	2	1	22
DVD (DDVD)	1268	39	10	1317
Equipment (DEQP)	69	0	0	69
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	3	0	0	3
Fiction (DFIC)	667	23	15	705
Fiction Fantasy (DFICF)	9	1	0	10
Fiction Mystery (DFICM)	123	8	0	131
Fiction New (DFICNEW)	412	22	19	453
Fiction Science Fiction (DFICSF)	7	1	1	9
Fiction Western (DFICW)	3	0	0	3
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	56	4	0	60
Hanging Bags (DHANG)	26	0	1	27
ILL (DILL)	54	1	0	55
Internet (DINTER)	765	0	0	765
Juv. Audio book (DJAUDB)	25	0	0	25
Juv. Biography (DJBIO)	44	1	0	45
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	31	0	0	31
Juvenile Easy (DJE)	1116	7	2	1125
Juv. Easy Non-fiction (DJENF)	24	1	0	25
Juv. Easy Reader (DJER)	406	0	0	406
Juv. Fiction (DJFIC)	409	5	5	419
Juv. Holiday books (DJHOL)	12	0	0	12
Juv. Magazine (DJMAG)	21	0	0	21
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	281	10	1	292
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	2	0	0	2
Juv. Toddler (DJTOD)	289	0	0	289

Large Print Fiction (DLPF)	207	16	2	225
Large Print Nonfic (DLPNF)	21	0	0	21
Magazine (DMAG)	513	1	0	514
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	4	0	0	4
Nonfiction 100 (DNF100)	9	1	1	11
Nonfiction 200 (DNF200)	9	1	0	10
Nonfiction 300 (DNF300)	27	5	2	34
Nonfiction 400 (DNF400)	4	0	0	4
Nonfiction 500 (DNF500)	28	0	0	28
Nonfiction 600 (DNF600)	83	5	7	95
Nonfiction 700 (DNF700)	40	0	0	40
Nonfiction 800 (DNF800)	7	1	0	8
Nonfiction 900 (DNF900)	34	2	2	38
Nonfiction Blu-Ray (DNFBR)	1	0	0	1
Nonfiction DVD (DNFDVD)	60	1	0	61
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	97	0	1	98
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	2	0	0	2
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	1	0	0	1
Software (DSWAR)	22	0	0	22
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	1	0	0	1
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	119	14	7	140
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	4	1	0	5
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	5	0	3	8
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	10	30	0	40
Blu-Ray (RBR)	0	433	0	433
Books on CD (RBKCD)	1	103	5	109
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	3	263	0	266
Digital Audiobooks (RDA)	1	35	0	36
DVD (RDVD)	18	3256	37	3311
Equipment (REQP)	0	2	0	2
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	6	0	6
Fiction (RFIC)	40	601	14	655
Fiction New (RFICNEW)	11	405	9	425

Genealogy (RGENE)	0	0	0	0
Genealogy Mag (RGMAG)	0	1	0	1
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	1	119	3	123
Hanging Bag (RHANG)	1	3	0	4
ILL (RILL)	1	53	2	56
Internet (RINTER)	0	1448	0	1448
Juv. Audio book (RJAUDB)	0	33	0	33
Juv. Biography (RJBIO)	4	15	1	20
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	28	0	28
Juvenile Easy (RJE)	7	516	0	523
Juv. Easy Non-fiction (RJENF)	0	63	0	63
Juv. Easy Reader (RJER)	0	217	0	217
Juv. Fiction (RJFIC)	8	454	3	465
Juv. Magazine (RJMAG)	0	18	0	18
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	10	298	0	308
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	3	0	3
Juv. Toddler (RJTOD)	0	134	0	134
Large Print Fiction (RLPF)	14	299	6	319
Large Print Nonfic (RLPNF)	0	5	0	5
Magazine (RMAG)	5	400	0	405
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	1	14	1	16
Non-Fiction 100 (RNF100)	0	24	2	26
Non-Fiction 200 (RNF200)	2	20	1	23
Non-Fiction 300 (RNF300)	2	52	2	56
Non-Fiction 400 (RNF400)	0	3	0	3
Non-Fiction 500 (RNF500)	0	28	0	28
Non-Fiction 600 (RNF600)	7	237	11	255
Non-Fiction 700 (RNF700)	2	71	2	75
Non-Fiction 800 (RNF800)	1	10	0	11
Non-Fiction 900 (RNF900)	4	69	8	81
Nonfiction Blu-Ray (RNFBR)	0	10	0	10
Nonfiction DVD (RNFDVD)	3	157	0	160
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	11	139	7	157
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	7	0	7
Professional Coll. (RPRO)	0	1	0	1
Reference (REF)	0	1	0	1
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	2	0	2
Software (RSWAR)	0	11	0	11
Vertical File (RVF)	0	3	0	3
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	7	0	7
YA Biography (RYAB)	0	1	0	1

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	2	131	4	137
YA Music CD (RYACD)	0	76	2	78
YA Nonfiction (RYANF)	1	20	0	21
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	1	0	1
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	1	3	12	16
Blu-Ray (WBR)	1	0	167	168
Books on CD (WBKCD)	19	29	123	171
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	11	4	123	138
Digital Audiobooks (WDA)	0	0	16	16
DVD (WDVD)	10	20	1561	1591
Equipment (WEQP)	0	0	93	93
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	2	2
Fiction (WFIC)	36	23	394	453
Fiction Fantasy (WFICF)	1	2	3	6
Fiction Mystery (WFICM)	5	3	61	69
Fiction New (WFICNEW)	22	20	249	291
Fiction Science Fiction (WFICSF)	0	0	3	3
Fiction Western (WFICW)	0	0	13	13
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	1	0	16	17
Hanging Bags (WHANG)	5	1	9	15
ILL (WILL)	0	9	32	41
Internet (WINTER)	0	0	655	655
Juv. Audio book (WJAUDB)	2	4	16	22
Juv. Biography (WJBIO)	0	0	2	2
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	5	0	2	7
Juvenile Easy (WJE)	17	9	459	485
Juv. Easy Non-fiction (WJENF)	1	0	69	70
Juv. Easy Reader (WJER)	14	0	334	348
Juv. Fiction (WJFIC)	17	24	246	287
Juv. Magazine (WJMAG)	0	0	10	10
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	7	7	91	105
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	14	0	207	221
Large Print Fiction (WLPF)	23	13	140	176
Large Print Nonfic (WLPNF)	0	0	3	3
Magazine (WMAG)	9	0	290	299
Non-Fiction 000 (WNF000)	0	1	2	3
Non-Fiction 100 (WNF100)	2	0	7	9
Non-Fiction 200 (WNF200)	2	3	5	10
Non-Fiction 300 (WNF300)	1	2	17	20
Non-Fiction 400 (WNF400)	0	0	2	2

Non-Fiction 500 (WNF500)	1	1	5	7
Non-Fiction 600 (WNF600)	3	9	51	63
Non-Fiction 700 (WNF700)	0	1	9	10
Non-Fiction 800 (WNF800)	1	0	4	5
Non-Fiction 900 (WNF900)	5	0	25	30
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	0	0	50	50
Nonfiction (WNFIC)	0	0	1	1
Nonfiction New (WNFNEW)	4	3	50	57
Nonfiction VHS (WNFVHS)	0	0	1	1
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	3	3
Software (WSWAR)	0	0	1	1
Vertical File (WVF)	0	0	1	1
VHS (WVHS)	0	0	0	0
YA Audio book (WYAUDB)	0	0	1	1
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	0	1	0	1
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	13	20	155	188
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	2	4	7
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	8359	10750	5997	25106

CIRCULATION BY HOLDINGS CODE
August 2016

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	37	1	0	38
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNf)	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	41	36	12	89
Blu-Ray (BR)	134	443	168	745
Books on CD (BKCD)	147	145	129	421
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	182	277	123	582
Digital Audiobooks (DA)	20	37	17	74
DVD (DVD)	1296	3315	1608	6219
Equipment (EQP)	69	2	93	164
See librarian (ERR)	0	0	0	0

Express Book (EXP)	3	6	2	11
Fiction (FIC)	743	647	423	1813
Fiction Fantasy (FICF)	10	3	3	16
Fiction Mystery (FICM)	128	11	61	200
Fiction New (FICNEW)	445	447	277	1169
Fiction Science Fiction (FICSF)	7	1	4	12
Fiction Western (FICW)	3	0	13	16
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	1	0	1
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	58	123	19	200
Hanging Bags (HANG)	32	4	10	46
ILL (ILL)	55	63	34	152
Internet (INTR)	765	1448	655	2868
Juv. Audio book (JAUDB)	27	37	16	80
Juv. Biography (JBIO)	48	16	3	67
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	36	28	2	66
Juvenile Easy (JE)	1140	532	461	2133
Juv. Easy Non-Fiction (JENF)	25	64	69	158
Juv. Easy Reader (JER)	420	217	334	971
Juv. Fiction (JFIC)	434	483	254	1171
Juv. Holiday (JHOL)	12	0	0	12
Juv. Magazine (JMAG)	21	18	10	49
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	298	315	92	705
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	2	3	0	5
Juv. Toddler (JTOD)	303	134	207	644
Large Print Fiction (LPF)	244	328	148	720
Large Print Nonfic (LPNF)	21	5	3	29
Magazine (MAG)	527	401	290	1218
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	5	15	3	23
Non-Fiction 100 (NF100)	11	25	10	46
Non-Fiction 200 (NF200)	13	24	6	43
Non-Fiction 300 (NF300)	30	59	21	110
Non-Fiction 400 (NF400)	4	3	2	9
Non-Fiction 500 (NF500)	29	29	5	63
Non-Fiction 600 (NF600)	93	251	69	413
Non-Fiction 700 (NF700)	42	72	11	125
Non-Fiction 800 (NF800)	9	11	4	24
Non-Fiction 900 (NF900)	43	71	35	149
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	63	158	50	271
Nonfiction (NFIC)	0	0	1	1
Nonfiction New (NFNEW)	112	142	58	312
Nonfiction VHS (NFVH)	0	0	1	1
Oversize (OVER)	2	7	0	9
Professional Coll. (PROF)	0	1	0	1
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0

Reference (REF)	19	112	52	183
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	1	2	3	6
Software (SWAR)	22	11	1	34
Vertical File (VF)	0	3	1	4
VHS	0	0	0	0
YA Audio book (YAUDB)	1	7	1	9
YA Biography (YAB)	1	1	0	2
YA Books on CD (YABKCD)	0	1	0	1
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	134	165	166	465
YA Music CD (YACD)	0	76	2	78
YA Nonfiction (YANF)	6	23	4	33
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	5	1	3	9
				0
Free reads	290	183	109	582
Games/Puzzles	18	44	0	62
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	8686	11088	6158	25932

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1878	1627	1043	4548
Nonfiction	530	928	329	1787
CHILDREN'S BOOKS				
Fiction	2334	1367	1256	4957
Nonfiction	385	398	164	947
YA BOOKS				
Fiction	192	288	185	665
Nonfiction	7	24	4	35
Magazines, Adult	527	402	290	1219
Magazines, Children	21	18	10	49
Sound Recordings, adult	350	467	270	1087
Sound Recordings, ch	95	145	30	270
Online databases	0	0	0	0
Software	22	11	1	34
Vertical file	0	3	1	4
VHS/DVD/Blu-Ray	1493	3916	1827	7236
Equipment	69	2	93	164
Total	7903	9596	5503	23002
A-V Circulation	1960	4539	2128	8627
A-V Circulation as % of total	24.8%	47.3%	38.7%	37.5%

August 2016

DEMOTTE			RENSSELAER			WHEATFIELD			
Added	Withdrew	Circu-	Added	Withdrew	Circu-	Added	Withdrew	Circu-	Total
Vols.	Vols.	lation	Vols.	Vols.	lation	Vols.	Vols.	lation	Circ.

[illegible]

Fiction	140	3	1,878	134	6	1,627	100	363	1,043	4,548
Nonfiction	55	2	530	103	30	928	44	18	329	1,787

Fiction	74	2	2,334	51	2	1,367	119	38	1,256	4,957
Nonfiction	11	0	385	41	0	398	80	3	164	947

Fiction	16	1	192	11	0	288	37	22	185	665
Nonfiction	0	0	7	8	0	24	1	0	4	35

Magazines, Child	21	18	10	49
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Sound Rec/Adult	13	0	350	3	0	467	15	1	270	1.087
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Sound Rec/Child	5	0	95	7	0	145	1	0	30	270
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Online Databases	0	0	0	0	0	0	0	0	0	
Software	0	0	22	0	1	11	0	0	1	24

Vertical Files	0	0	0	0	0	3	0	0	1	4
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Equipment	69	2	93	164
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TOTAL	357	9	7.903	379	41	9.596	413	446	5.503	23.002
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[illegible]

END OF MONTH:	DEMOTTE	BENSCHLAD	WILKATFIELD

WHEATFIELD

Circulation Increase/Decrease	2.0%	-1.4%	-2.7%
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[illegible]

MONTHLY SYSTEM STATISTICS	2015	2016	% change
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% change

Jan. to date circulation	192,489	179,554	-6.7%
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Jan. to date circulation	192,489	179,554	-6.7%
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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
21,497	21,634	15,230	15,358	16,260	15,997 Fiction
17,894	17,947	20,504	20,577	9,306	9,332 Nonfiction
					CHILDREN'S BKS
15,765	15,837	14,317	14,366	12,436	12,517 Fiction
8,538	8,549	6,868	6,909	6,334	6,411 Nonfiction
					YA BOOKS
2,286	2,301	3,292	3,303	2,928	2,943 Fiction
531	531	530	538	165	166 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	20	20	0	0 Games, Toys
3,922	3,935	4,298	4,301	4,359	4,373 Sound Rec/Adult
670	675	603	610	935	936 Sound Rec/Child
18	18	29	29	7	7 Online Databases
209	209	170	169	-11	-11 Software
-60	-60			4	4 Vertical Files
5,347	5,389	9,607	9,626	5,455	5,470 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
76,735	77,083	75,610	75,948	58,235	58,202 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5

August 16

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	139	30	162	35	265	57	566	123
LOCAL HISTORY								
In person	1	0	4	1	0	0	5	1
Letters written	4	4	2	2	0	0	6	6
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	765	32	1448	60	655	27	2868	120
Internet use-Wireless	2170		3875		1023		7068	
Computer software used	144	12	151	13	113	9	408	34
VCR Use	0	0	0	0	0	0	0	0
Microforms	4	1	3	0	0	0	7	1
CD ROM/Online databases	124	10	144	12	56	5	324	27
Public FAX24	31		23		16		70	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	2	1	21	7	2	1	25	8
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	5		9		1		15	
Outreach activities	64	64	19	13	1	1	84	56
Notarized documents	14	4	5	1	14	4	33	8
Meeting Room Use (no. of group)	32	11	40	13	23	8	95	32
Study room use	41	3	60	5	64	5	165	14
Proctoring	3	2	0	0	0	0	3	2
Tax Forms distributed	0	0	1	0	1	0	2	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							1716	
IN-HOUSE USE ITEMS	27		101		110		238	
SELF-CHECKOUT USE	197		644		314		1155	
INTERLIBRARY LOANS								
Requests made for:	19	5	111	28	52	13	182	46
Items rec'd for:	64	32	101	51	47	24	212	106
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	7624	11383	4853	23860
Non-resident, paying	1	0	0	1
PLAC card users	0	1	0	1
Reciprocal borrowers	301	486	133	920
Number of New Patrons Added	45	73	43	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	1	6	0	0	0	0	1	6
Children's Programs (0-13)	5	30	5	30	4	24	14	84
Number attending	346		34		113		493	
YA Programs (14-17)	0	0	1	6	0	0	1	6
Number attending	200		3		0		203	
Adult Programs	6	36	5	30	1	6	12	72
Number attending	266		30		24		320	
Senior Citizen Programs	8	48	2	12	2	12	12	72
Number attending	94		23		16		133	
Total Number of Programs	20	120	13	78	7	42	40	240
Total Persons Attending	906		90		153		1149	
Total Attending Same Month Last Yr.	213		169		874		1256	
Total Staff Hours Spent		330		319		195		823
Total Number of In-House Program	15		13		3		31	
Total Attendance	144		90		33		267	
Total Number of Outreach Program	5		0		4		9	
Total Attendance	762		0		120		882	

CIRCULATION BY PATRON CODE

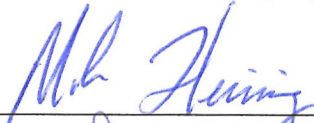
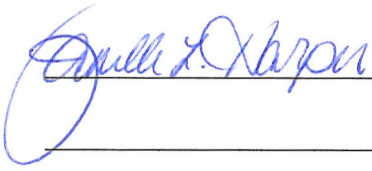
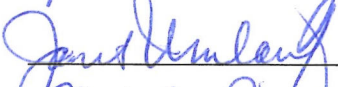
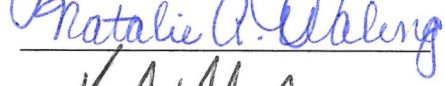
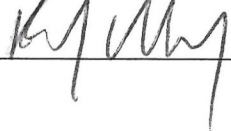
PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6058	76.6%	6642	69.7%	3611	66.2%	16311	71.3%
Corporate	4	0.1%	26	0.3%	0	0.0%	30	0.1%
Juvenile 0-11	39	0.5%	110	1.2%	123	2.3%	272	1.2%
Juvenile-AV	671	8.5%	1127	11.8%	638	11.7%	2436	10.6%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	225	2.8%	377	4.0%	173	3.2%	775	3.4%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	9	0.1%	7	0.1%	0	0.0%	16	0.1%
Reciprocal YA	0	0.0%	5	0.1%	0	0.0%	5	0.0%
Reciprocal YA AV	0	0.0%	19	0.2%	0	0.0%	19	0.1%
School	0	0.0%	5	0.1%	0	0.0%	5	0.0%
School AV	0	0.0%	1	0.0%	0	0.0%	1	0.0%
St. Joseph College	0	0.0%	16	0.2%	0	0.0%	16	0.1%
Staff	574	7.3%	565	5.9%	582	10.7%	1721	7.5%
Walking books	108	1.4%	162	1.7%	22	0.4%	292	1.3%
YA 12-17	19	0.2%	32	0.3%	0	0.0%	51	4.1%
YA-AV	198	2.5%	435	4.6%	302	5.5%	935	4.1%
Total	7905		9529		5451		22885	
 All items borrowed by nonresidents	 234	 3.0%	 430	 4.5%	 173	 3.2%	 837	 3.7%

**Salary Ordinance 2016
Updated 9/12/16**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Debbie Kristoff	Librarian III	\$19.22	8/16/16	40	D
Andrea Quick	Library Assistant II	\$12.32	8/16/16	40	R
Robyn Zickmund	Janitor	\$11.94	9/7/16	15	R

We have promoted Debbie Kristoff to Librarian III as she has completed her Masters of Library Science Degree that is required for her position, DeMotte Branch Manager. We have hired Andrea Quick as Library Assistant II, replacing Melissa Smith who was promoted to Genealogy Specialist. We have hired Robyn Zickmund as Janitor at Rensselaer Library. Robyn resigned her position in July and we had advertised a position vacancy. We were in the process of reviewing applications when she let us know she wished to return to the library. She reapplied and was hired.

We have examined and approved the changes to the 2016 Jasper County Public Library Salary Ordinance. Dated 9/12/16.

Mobile Computer Lab Policy

The Jasper County Public Library mobile computer lab is comprised of the following items:

- 2 Laptop Cases, each case contains:
 - 5 regular wired mice
 - 1 ergonomic wired mouse
 - 5 laptop computers
 - 5 A/C adapters
- ~~1 Battery Charger Case, which contains:~~
 - ~~Mobile Lab Instructions~~
 - ~~Laminated Battery Charger instruction sheet~~
 - ~~Laminated ergonomic mouse instruction sheet~~
 - ~~The Mobile Lab instruction sheet~~
 - ~~1 16-pocket battery charger~~
- ~~1 Accessories Case, which contains:~~
 - ~~18 laptop batteries—10 on top, 10 8 in the middle~~
 - ~~4 Surge Suppressors~~
 - ~~1 USB floppy drive~~
- Blue Bag, which contains:
 - Epson PowerLite 61p LCD projector
 - Remote Control
 - Documentation (5 parts)
 - Power Cord
 - VGA cable
 - Audio Cable
 - ~~USB cable~~
- Black Bag, which contains:
 - ~~Laminated Wireless Lab Printing instruction sheet~~
 - ~~Folder with additional documentation (vendor-provided)~~
 - ~~HP Deskjet 460wf printer~~
 - ~~Small accessory case, which contains:~~
 - ~~Printer battery~~
 - ~~Power cable (2 pieces)~~
 - ~~USB cable~~
 - 10 mouse pads
 - 10 USB DVDRW drives
 - 10 DVDRW micro-USB cables
 - 1 USB floppy drive
 - 3 Surge Suppressors
 - Laminated ergonomic mouse instruction sheet
 - The Mobile Lab instruction sheet

The purpose of the mobile computer lab is to bring computer-based instruction to residents of our service area. When the lab is not being used by any of the three JCPL locations for a scheduled training session, it will be available to area colleges, businesses, and local organizations for hands-on training for their employees, members, or students. The lab must remain in the library.

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The following conditions apply to the use of the JCPL mobile computer lab:

- The lab may only be used at the JCPL location where it is assigned for any given month as per a rotation schedule that is located in the library procedure manual.
- Reservations for the lab may be made by a) filling out a meeting room reservation form for the desired location and b) filling out a mobile lab request form.
- Food and drinks are not allowed near the laptops.
- Organizations using the lab assume responsibility for the safety of the equipment against theft, damage, or misuse. The equipment is the responsibility of the organization from the time library staff set it up until the time library staff take it down. The organization must complete a Registration Form in which they acknowledge responsibility for the equipment.
- If damage occurs, the organization using the lab will be billed for the cost of repair or replacement.
- Organizations using the lab will also be billed for loss or damage to peripherals such as power cord, external mouse, and power strips.
- Staff will troubleshoot lab problems as they are able. The organization using the lab must report any equipment malfunctions when notifying staff that they are done.
- It is highly recommended that the organization using the lab and/or designated trainers have some previous experience with the utilization of laptop computers.
- If using the Internet, it is highly recommended that the organization using the lab check ahead of time to make sure all of the websites they plan to visit are accessible through library filters.
- The organization using the lab may request an orientation session before their class, as library scheduling allows.
- Any files saved on the laptops must be saved to a virus-free diskette, CD/DVD, or USB flash drive. JCPL is not responsible for any lost files.
- Laptops are configured with a base set of software including Microsoft Office (Word, Excel, PowerPoint, Access, Publisher) and basic Internet tools such as Internet Explorer. JCPL does not have licenses for other software products to be installed. Organizations may install their own licensed software if they have no expectation of support; however, be aware that the machines are protected with security software which automatically restores the default setup any time the machine is rebooted.
- The lab is loaned in its entirety; that is, components are not available for loan on an individual basis.
- While no fee is currently charged for the use of the lab, donations are gratefully accepted.
- No deposit is required.

**Bylaws of the Board of Trustees
of the
Jasper County Public Library**

ARTICLE I

ORGANIZATION

- Section 1 **Name.** The name of this board shall be the Board of Trustees of the Jasper County Public Library, hereinafter referred to as "the Board". The Jasper County Public Library will be hereinafter referred to as "the Library."
- Section 2 **Organization.** The Library is a Class One Public Library operating under the Public Library Law of 1947 and the Library Services Authority of 1967 of the State of Indiana. The Board exercises the powers and authority and assumes the responsibilities delegated to it under the provisions of I.C. 36-12.
- Section 3 Geographical boundaries of the Library and taxed library district include all of Jasper County, Indiana, with the exception of Remington and Carpenter Township.

ARTICLE II

STATUTORY AUTHORITY

The Board shall govern and set policy for all of the affairs of the public library under the provisions of I.C. 36-12-3-3. It may make rules for the discharge of its responsibilities, and it may manage and insure all real property belonging to the public library.

ARTICLE III

PURPOSE AND DUTIES

- Section 1 The Board shall govern and set written policy for the library. It has the power to make all rules and regulations for the discharge of its responsibility.
- Section 2 The Board shall employ a competent and qualified library Director to carry out its policies, under provisions of I.C. 36-12-2-24.

- Section 3 The Board shall plan for the future of the library in light of the needs of the community, securing adequate facilities and funds to carry out the library's program of service.
- Section 4 The Board shall monitor and evaluate the overall effectiveness of the library.
- Section 5 The Board shall act as an advocate for the library in the community and advocate for the community as a Board.

ARTICLE IV

TRUSTEES

- Section 1 **Appointments.** The application, appointment, term and removal of trustees shall be in accordance with provisions of I.C. 36-12-2-7 to 9 and I.C. 36-12-2-11 and I.C. 36-12-2-18 to 20.
- Section 2 **Compensation.** According to the provisions of I.C. 36-12-2-21, members of the Board shall serve without compensation. A board member may not serve as a paid employee of the public library.

ARTICLE V

MEETINGS

- Section 1 **Open Door Law.** Meetings of the Board are subject to Indiana's Open Door Law, I.C. 5-14-1.5. All meetings of the Board, except necessary executive sessions, shall be open to the public.
- Section 2 **Meetings.** The Board shall meet at least monthly, and at any other times a meeting is necessary, under provisions of I.C. 36-12-2-23.
- Section 3 **Regular monthly meetings.** Meetings will be held in the second week of the month.

Ten meetings will be held at the Rensselaer Library, one meeting per year will be held at the DeMotte Library and one per year at the Wheatfield Library. Dates and places for the following year will be determined annually. A Board of Finance meeting will be held annually in January.

Section 4 **Special meetings.** Special meetings may be called by the President or by any two board members, provided that all members are given prior notice, written or oral, of the date, time, place and purpose of such meetings, according to provisions of I.C. 36-12-2-23. Public notice must also be given of such meetings, in accordance with provisions of I.C. 5-14-1.5-5.

Section 5 **Executive sessions.** Executive sessions may be called by the President or any two (2) Board members and must appear on the agenda of the meeting. Executive sessions may be held only in the following instances under provisions of I.C. 5-14-1.5-6 :

where authorized by federal or state statute

for discussion of strategy with respect to: collective bargaining; initiation of litigation or pending or threatened litigation; the implementation of security systems; the purchase or lease of real property

interview with industrial or commercial prospects or their agents

with respect to any employee's status or alleged misconduct

for discussion of confidential records

to discuss job performance evaluation of individual employees

Section 6 **Quorum.** For all board meetings, four (4) members shall constitute a quorum.

Section 7 **Majority vote.** An affirmative vote of the majority of all board members present shall be necessary to approve any action before the board.

Section 8 **Conduct of meetings.** Conduct of all meetings will be according to the most recently revised edition of Robert's Rules of Order.

Section 9 **Recommended order of business**

Executive session (when necessary)

Approval of agenda format and of consent agenda items

General business

Director's Report

Items for future agendas

Public forum

Adjournment

- Section 10 **Director.** The Director as advisor to the Board and committees shall, unless excused, attend all meetings and take part in all deliberations but shall have no vote.

ARTICLE VI

OFFICERS OF THE BOARD

- Section 1 The Board shall elect annually a President, Vice-President, Secretary and Treasurer, under provisions of I.C. 36-12-2-23. Terms of office shall begin on January 1. Officers shall be elected for no more than two (2) consecutive terms in the same office.
- Section 2 **President.** The president shall preside at all board meetings, appoint all standing or special committees and perform other duties normally associated with the office or assigned by the Board.
- Section 3 **Vice-president.** The vice-president shall preside over meetings in the absence of the president and shall perform such duties assigned by the President.
- Section 4 **Secretary.** The secretary shall oversee minute-taking and correspondence done by library staff on behalf of the Board. The Board treasurer shall be the Assistant Secretary, acting in the absence of the Secretary.

Minutes will record the following: date, time and place of meeting; members present; general substance of all matters proposed, discussed or decided; results of all votes taken, by individual members if there is a roll call, under provisions of I.C. 5-14-1.5-4b.

The minutes shall be available within one week after the meeting and are open for public inspection and copying, according to provisions of I.C. 5-14-1.5-4c.

- Section 5 **Treasurer.** The treasurer shall be responsible for insuring that adequate financial records are kept by library staff, accurate and timely financial reports are delivered to the board and an audit of the system's finances is completed bi-annually.

The treasurer shall issue warrants which are approved by the board in payment of expenses lawfully incurred in behalf of the library. At each November meeting, the board will appoint a board member to act as assistant treasurer for the following year.

The treasurer shall give a surety bond for the faithful performance of his/her duty and for the accurate accounting of all money coming into his/her custody, in accordance with I.C. 36-12-2-22. Any other officer authorized by the Board to sign checks shall also give such bond.

Section 6 **Nominating Committee:** The Nominating Committee shall present a slate of officers at the November meeting. The Board shall elect officers at the December meeting. Nominations will be accepted from the floor but must have a second and the consent of the nominated trustee. If there are nominations from the floor, voting shall be by written ballot; otherwise, election shall be by consensus.

Section 7 **Vacancies.** When officer vacancies occur, the President shall appoint a replacement who will serve for the unexpired term only. If the appointment is for less than six months, the term will not be counted as a one (1) year term of office. Appointee may then serve for two additional terms in that same office if elected.

ARTICLE VII

FINANCES

Section 1 **Finance powers.** The Board shall have such finance powers as are set forth in I.C. 36-12-3-10, shall establish funds to keep money and securities of the library, in accordance with I.C. 36-12-3-11, shall invest excess funds in accordance with I.C. 5-13-9.

Section 2 **Borrowing.** Any funds authorized by law to be borrowed, may be borrowed only by resolution of the Board; however, the execution of any documents related to the borrowing may be executed by any two Board officers.

Section 3 **Special Board of Finance.** The full Board shall constitute the Special Board of Finance which shall meet as designated by I.C. 5-13-8 and shall maintain the same officers as the Library Board.

ARTICLE VIII

COMMITTEES

- Section 1 The President shall appoint 3-member standing committees at the January meeting. Standing committees shall consist of the Budget Committee, Bylaws and Policy Review Committee, Director's Evaluation Committee, and Nominating Committee.
- Section 2 Other committees shall be appointed at the discretion of the President.

ARTICLE IX

ROLE OF THE DIRECTOR

The Director, as the administrative head of the library, shall be responsible to the Board for the operation and management of the library. The Director shall also act as advisor to the Board and its committees. The Board shall maintain a current written job description for the Director, which sets forth, in detail, the role of the Director.

ARTICLE X

ETHICS/CONFLICT OF INTEREST FOR TRUSTEES

Trustees, in the capacity of trust imposed upon them, shall observe ethical standards with absolute truth, integrity, and honor.

Trustees must promote a high level of service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

Trustees will not use the library for personal advantage or the personal advantage of friends or relatives.

It is incumbent upon any Trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.

ARTICLE XI

NEPOTISM

Close relatives of Board members and staff shall not be employed by the Library. Close relatives are defined to include: spouses, parents, children, brothers, sisters, brothers-and sisters-in-law, fathers-and mothers-in law, sons- and daughters-in-law, stepparents, stepbrothers, stepsisters, and stepchildren.

ARTICLE XII

AMENDMENTS

- Section 1 Amendments to these bylaws may be proposed at any meeting of the Board.
- Section 2 Voting on any proposed amendment will not occur until the next regular meeting following its proposal.

3/95; revised 9/16

Resolution To Transfer Funds To The Rainy Day Fund

Whereas, the Board of Trustees of Jasper County Public Library finds that the purposes of the Capital Projects Fund have been fulfilled; and,

Whereas, there is remaining in the Capital Projects Fund an unused and unencumbered balance; therefore,

Be It Resolved, that the Board of Trustees of the Jasper County Public Library do hereby transfer \$1,288,373.51 from the Capital Projects Fund to the Rainy Day Fund for the purpose(s) of necessary expenditures. This fund shall be subject to the same appropriation process as other funds that receive tax money.

ADOPTED THIS 12th DAY OF September, 2016.

NAY

AYE

Mike Heining
Janet Amley
Natalie A. Waling
K. M. W.
Carol L. Harper

ATTEST:

Natalie A. Waling
Secretary of Jasper County Public Library Board

Director's Report August 2016

Consent Agenda:

You will be approving the minutes of the August Board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

Policy Review: Three policies are up for review in September: Board Privileges, Staff Privileges, and Mobile Computer Lab. No revisions are recommended to the Board Privileges and Staff Privileges. Recommendations are recommended to the Mobile Computer Lab Policy. We recommend updating the mobile lab inventory named in the Mobile Computer Lab Policy as we did recently update the lab, and the inventory has changed. Please see R 10. **If you approve the Consent Agenda, you will approve revising the Mobile Computer Lab Policy as presented.**

General Business:

2017 Budget Hearing: You will hold your hearing for your 2017 Budget. I will bring copies of the budget in case anyone shows up to express a comment or concern.

Wheatfield Library Annual Report: Evie Bristol and Rachael Cavinder will present their annual report of impacts at the September Board meeting.

Capital Projects Fund Transfer: We have not written a Capital Projects Fund Plan in many years as we have merged the Capital Projects Fund levy with the Operating Fund levy. We no longer expend from this fund. We no longer need a Capital Projects Fund. By board resolution the library can declare the Capital Projects Fund dormant and transfer the entire amount to our Rainy Day Fund for future expenditures. The Rainy Day Fund may be used for the same purposes as the Operating Fund so the board would have flexibility to spend these funds as needs arise and as approved appropriations allow. A board vote is required to declare the Capital Projects Fund dormant and transfer the balance to the Rainy Day Fund.

Bylaw Revision: I do propose a revision to the Board By-Laws. Please see R 12. I recommend adding sons- and daughters-in-law in the nepotism section of the Board By-Laws to coincide with the language in our Personnel Policy. We added sons- and daughters-in-law to the Personnel Policy in April of this year, so this revision will align the Personnel Policy and Board By-Laws. Amendments to

board bylaws may be proposed at any meeting of the Board so a motion is needed; however, voting on any proposed amendment will not occur until the next regular meeting following its proposal.

Permission to Close DeMotte Library for Tile Replacement: We need to replace the tile floor in the foyer and lower level public restrooms at the DeMotte Library. I invited three vendors to provide an estimate for this work which includes: a complete tear out and removal of existing floor tile and installation of new mid-range commercial floor tile that is slip resistant, approved for outside purposes, very durable, and appropriate for commercial use. One vendor replied that they would not be submitting a bid as they do not have the manpower to do the job. Two estimates were received. I accepted the lowest bid and have awarded the project to Three Tree Investments who has experience with commercial tile installation on concrete slab. Estimate total is \$14,997.50. Color samples will be provided, and we will select a color that is in keeping with our current color scheme and/or existing tile. We will be meeting with Three Tree Investments very soon to discuss the logistics of installation which will likely occur in October. It is estimated that this project will take 7 days to complete. I recommend that the library be closed to the public at time of tear out and installation and am requesting board approval to close. Staff would remain in the building to complete other work. Monies have been budgeted for this necessary repair.

Director's Report:

This summer three CDs matured. We have not reinvested these monies yet. At our May meeting I explained to you that the library has been investing funds that we do not need immediately in CDs which have been receiving poor returns. I asked if the board would be interested in hearing about other investment options available to local governments. At that time I explained that Umbaugh, a company of independent municipal advisors, could be invited to make a presentation to us. You asked that I invite Umbaugh to a future board meeting. I was prepared to do that now that our CDs have matured, but just yesterday I learned of a continuing education opportunity that will be valuable to us. On October 26 Rayann and I will attend a 2016 Public Funds Management Seminar presented by Treasurer of State, Kelly Mitchell of TrustIndiana. Topics include: investing options for local governments, assessment of risk, and today's economy. After I attend this seminar I will make a revised recommendation to the board regarding investment options. In the meantime, the funds from the matured CDs will be placed in our sweep account where modest interest does accrue.

Staff Development Day will be held September 9. This year we have invited the Center for Creative Solutions to train staff on Civility in the Workplace and Conflict Resolution. Trainers Cindy Hedge and Keri Marrs Barron come highly recommended and are excited about this training opportunity. LEUs will be earned, and the libraries will be closed to the public as approved by the Board.

It is time to provide a quarterly report on our progress with Long Range Plan and Technology Plan goals. Here is what we have accomplished since my last report: 1990 obituaries completed and available via genealogy archives; distributed Digital Access Cards; 2017 Budget proposed and approved for advertising; purchased Niche Academy which will provide technology-based tutorials for patrons/staff; Vintage Views now available on website for in-library viewing; evaluated Internet Access efficiency; evaluated desktop publishing software; determined plan of action to migrate to LS2Staff; budgeted to replace switches with 1Gb; evaluated web filtering software; 2017 e-rate applications submitted (Internet and telephone); evaluated need for email archiving; Webmaster presented report of impacts to the Board; participated in various webinars, workshops, meetings for continuing education and to assist other agencies with their work; continued replacing old PCs with new; completed Summer Reading programming; offered various library programs with a special emphasis on the Indiana Bicentennial; participated in various outreach programs – 4H fair, DeMotte Back to School Fair, Farmer's Market, Touch of Dutch parade, and breakfast at the schools to name a few; developed Pokémon Go programming ideas to meet gamers where they are; offered another Active Shooter Awareness program for staff and community; developed new policies, Ethics and Materiality.

The Jasper County Public Library is participating in Books to Bridge the Region, a reading initiative that encompasses seven Northwest Indiana counties: Jasper, Lake, LaPorte, Newton, Porter, Pulaski, and Starke. The goals are to promote literacy, to create conversations among communities, and to foster critical thinking related to a theme. This year we are celebrating Indiana's 200th Birthday with the theme, 'Read Indiana!' The adult selection is *Invincible Indiana* by Nate Nunlevy. The author is speaking on November 16 at 2 different venues: Ivy Tech-Gary Campus at 1:30pm and at Ivy Tech- Michigan City Campus at 6pm. Additionally he will speak at the Crown Point Public Library on November 22 at 6pm. The selection for middle readers is *The Mighty Miss Malone* by Christopher Paul Curtis, and the picture book/easy selection is *H is for Hoosier* by Cynthia Furlong Reynolds. I encourage you to check out this website www.books2bridge.org for more information. We are excited to be involved.

In August DeMotte Children's Specialist, Rachel, and I manned a library booth at the DeMotte Back-to-School Fair held at Spencer Park. What a wonderful community event. We spoke with many students and parents about the library, played a library-related trivia game, and gave away some promotional items.

I served as Chairperson of the Nominating Committee for MCLS this year. This required a bit of my time but helped me network with a few new colleagues in both Indiana and Michigan.

On August 15 the State Library quietly rolled out the latest thing in resource sharing, Statewide Remote Circulation System (SRCS). SRCS allows users to search the combined catalog of over 160 public, academic, and special libraries in Indiana. Authorized users can request select materials online and have them delivered to their local library where they can check them out. For the past three weeks we have been working with SRCS, troubleshooting SRCS, and training staff. Staff has done a great job of jumping in and learning as they go but there have been frustrations along the way and some bumps in the road as is often the case with new things like this. It is good for JCPL to be a part of this project, as our holdings are included in the combined catalog, but we are ready for smoother sailing.

On August 16 several staff and board members traveled to the Fort Wayne Museum of Art to view the Alexander Lawrie exhibit and see our Milroy items that were on loan to the museum and displayed as a part of the exhibit. This was very interesting and exciting for us all, as we learned about Lawrie and saw our unique historical items on special display. Technical Director, Brian Williamson, gave us a special tour of the exhibit, and his stories and explanations really added to the experience. Items are scheduled for return to the Rensselaer Library on September 8. What an honor and a privilege it has been to be a part of this signature project of the Indiana Bicentennial Commission. Natalie and Janet will offer their own remarks at our September meeting.

Many facility improvements and repairs have been undertaken recently: fascia repairs at Wheatfield Library, public restroom counter replacement at Rensselaer Library, water service removed from newly acquired property adjacent to DeMotte Library. We are working on tile replacement at DeMotte Library, sidewalk brick repairs at Wheatfield Library, buckling sidewalks at Rensselaer Library, and retaining wall repairs at DeMotte Library. Other smaller maintenance matters continually crop up, and we work hard to address them in a timely manner.

At our August Board meeting Mark asked, "What is our e-Rate discount this year?" Not having that information directly in front of me, I explained that I would report this in September. It is 70% for Internet and 30% for phone service.

I reported to you that at the end of December 2015 Tim Salm, Director of St. Joseph's College Library, contacted me. He wanted to get together to discuss some needs that his library had and the potential for partnership. After meeting and learning about their needs, several things occurred. We provided a free read collection in a high traffic area of the college library to meet their need for recreational reading. We sent him a link to our databases and the student portal.

St. Joe now provides a link to our e-resources via their website. Our Children's Librarian, Janice Wilma, made a presentation to Children's Lit classes about children's literature and resources available at our library. We issued a corporate library card to the St. Joe Library. Additionally, when the St. Joe Library applied for an LSTA grant I wrote a letter of support and agreed that the library would be an observer. This did not require anything more than looking at what they were doing and staying mindful of the potential for partnerships and collaboration. We were doing this anyway, so signing on as an observer was easy. St. Joe Library was awarded a grant for graphic design equipment which is mobile in nature. They have ordered and received their new equipment and are busy setting things up and learning about what they have. In the very near future I think it is entirely possible that their mobile equipment will travel to our library so that staff and patrons can learn about and use this equipment for graphic design. Tim is very interested in impacting our patrons as we have impacted his. He is very interested in learning together and learning from one another. You will be hearing more about this as time passes.

As we enter into September, I am reflecting on this very busy year. We have had the opportunity to partner with many organizations: Kankakee Valley Schools, Rensselaer Central School Corporation, Rotary Club International, Indiana State Police, St. Joseph's College, CDC Resources, Prairie Arts Council, and the Fort Wayne Museum of Art to name just a few. These partnerships are the result of turning outward and meeting community need, the overriding goal of our current Long Range Plan. We have made and continue to make significant impacts in our community and have impacted individuals and organizations beyond our local community, too. What a privilege to do this work!

System Administrator News

In August Sheila organized Y2015 e-rate documents, began to reconcile quarterly discounts, and filed e-rate BEAR form for NITCO reimbursement. She coordinated TLC LS2Staff training for staff by working with Sarah Simmons (TLC Trainer) and setting up Google Group for branch managers, Becky, and Sarah to schedule training and work out LS2Staff issues.

Sadly our Rensselaer geocache was stolen this summer, Sheila assisted in getting the geocache active again. Since it was reestablished, we have had 6 new finds for Rensselaer alone and one each for DeMotte and Wheatfield.

Technical Services News

Becky reports, "Mary and I along with other staff and board members went to The Fort Wayne Museum of Art to see the exhibit of Civil War Generals portraits. We enjoyed looking at the General Milroy items, and took in the other exhibits at the museum."

She continues, "The new SRCS system had a 'soft launch', and has been frustrating, and fraught with problems. I will be setting up a webinar for myself with TLC so that they can help me to understand the whole NCIP process, and changes I can make in TLC to better serve our SRCS patrons. Linda Poortenga might sit in on this to help me understand what the Public Services people need from TLC. Linda, Rachel Kuhn, and I are trying to solve problems as they come up. We've had most questions answered (even though we might not like the answers) by the State Library staff."

DeMotte Library News

Join with me in congratulating Debbie Kristoff who completed her Master's Degree in August.

Debbie reports, "Karla, Carlie, Hannah, Katie, and Rachel all participated in the Touch of Dutch parade. They represented JCPL as book fairies, and created their costumes out of book covers and pages. They handed out pixie sticks and marketing items, and received many compliments regarding their outfits. Many patrons coming into the library during the next week shared how much they enjoyed seeing the JCPL book fairies in the parade."

Debbie continues, "Our 'What is great about Indiana' slips are on display throughout the library. Patrons wrote what they thought was great about Indiana. We cut out large Indiana State shapes, Indiana pictures, and combined these 'Indiana Greatness' papers to make displays. Many patrons have enjoyed sharing and viewing other people's thoughts on Indiana."

Rensselaer Library News

Linda reports that she "packed and delivered B2B Lit Kit bags around our surrounding counties, and Debbie Kristoff graciously helped deliver the book kits to Northern Jasper County. The different agencies, schools, and public and university libraries continue to be appreciative of receiving all the literacy material."

Linda continues, "Dan removed the Blue Spruce on the southwest corner that was sadly encroaching onto the brick. He also created a new GeoCache box so that the library would not lose its ability to maintain one....Programming was minimal due to lack of staffing and end of summer reading. The Friends of the Library met, and our Fall Festival is going to be Tuesday, October 4. The SJC men's Basketball team is ready to volunteer!"

Wheatfield Library News

Evie reports, "How great it feels to finally have a full staff again after three busy months of being short-staffed! They are all doing great in their new positions and

other staff have been so helpful and patient with all the changes that have come their way...I couldn't ask for a better group of ladies to work with!"

Evie continues, "Rachael and Nikki have started to get back into the school year routine, preparing for Story Times, After School Program, and Book Discussions. They, along with Carolynn, also planned a family program about Johnny Appleseed, to take place next week. Carolynn continues to work on new programming ideas for the adults... and "pop-up" programs for parents during Story Time each week. A pallet-painting program was offered and a number of staff members really enjoyed attending!"

Please contact me if you are unable to attend the September Board meeting or if you have any questions about materials in your packet.-Patty

JCPL FINANCIAL STATEMENT

August 31, 2016

	<u>Beginning 2016 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$621,832.00	\$174,007.74	\$1,515,497.56	\$90,622.72	\$1,439,532.70	\$545,867.14
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$11,733.55	\$1,581.63	\$7,945.42	\$0.00	\$7,909.75	\$11,697.88
DeMotte	\$3,280.63	\$209.10	\$1,991.25	\$0.00	\$3,179.53	\$4,468.91
Rensselaer	\$5,790.86	\$1,097.44	\$3,814.44	\$0.00	\$3,161.83	\$5,138.25
Wheatfield	\$2,662.06	\$275.09	\$2,139.73	\$0.00	\$1,568.39	\$2,090.72
Library Improvement Reserve Fund	\$174,701.97	\$0.00	\$28,495.58	\$13.23	\$99.25	\$146,305.64
Bond & Interest Redemption Fund	\$172,158.96	\$0.00	\$333,186.25	\$0.00	\$165,599.54	\$4,572.25
Rainy Day Fund	\$311,013.21	\$0.00	\$0.00	\$95.47	\$1,020,035.16	\$1,331,048.37
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$7,264.32	\$0.00	\$7,264.32	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$1,278,989.78	\$0.00	\$0.00	\$4.88	\$36.10	\$1,279,025.88
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$98.60	\$0.00	\$98.60	\$0.00	\$26,792.00	\$26,792.00
Sales Tax	\$173.69	\$0.00	\$157.31	\$21.98	\$145.48	\$161.86
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Settlement Fund	\$12,908.92	\$0.00	\$0.00	\$0.00	\$0.00	\$12,908.92
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,457.80	\$66,359.70	\$7,457.80	\$66,359.70	\$0.00
FICA Tax Collected	\$0.00	\$7,060.31	\$60,510.17	\$7,060.31	\$60,510.17	\$0.00
State Tax Collected	\$3,565.69	\$3,485.22	\$28,744.39	\$3,304.84	\$28,483.49	\$3,304.79
County Tax Collected	\$2,786.38	\$2,607.67	\$21,698.68	\$2,454.03	\$21,366.38	\$2,454.08
Deferred Comp.	\$0.00	\$2,010.00	\$16,080.00	\$1,990.00	\$16,060.00	(\$20.00)
#125 Pre-tax Plan	\$0.00	\$3,516.56	\$29,059.23	\$3,658.30	\$29,202.87	\$143.64
Employee Life Insur.	\$0.00	\$182.07	\$1,466.56	\$217.88	\$1,502.42	\$35.86
Employee INPRS	\$0.00	\$2,873.41	\$24,359.25	\$2,873.41	\$24,359.25	\$0.00
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,597,497.07	\$204,782.41	\$2,140,923.02	\$119,774.85	\$2,907,994.26	\$3,364,568.31

Bank Balances
Jasper County Public Library
Report as of: 8/31/16

<i>Bank</i>		
1	Alliance Bank	\$1,864,298.31
2	Demotte State Bank	\$0.00
3	CD#002-0668943762 Fifth Third Bank	\$500,000.00
4	PNC Bank	\$0.00
5	Cash On Hand	\$270.00
7	CD#002-0668943754 Fifth Third Bank	\$275,000.00
8	CD#002-0668943770 Fifth Third Bank	\$725,000.00
<i>Total all banks =</i>		<i>\$3,364,568.31</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 100OPERATING FUND

Jasper County Public Library

Report Date: From 8/1/16 To 8/31/16

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$67,558.00	\$0.00	\$67,558.00	\$5,629.86	\$44,956.55	\$22,601.45	66.5
1.12 SALARY OF ASSISTANTS	\$1,091,370.00	\$0.00	\$1,091,370.00	\$83,557.94	\$716,109.36	\$375,260.64	65.6
1.13 WAGES OF JANITORS	\$88,012.00	\$0.00	\$88,012.00	\$6,058.23	\$54,510.01	\$33,501.99	61.9
1.21 EMPLOYER'S SHARE-FICA	\$95,391.00	\$0.00	\$95,391.00	\$7,060.31	\$60,510.17	\$34,880.83	63.4
1.22 UNEMPLOYMENT COMPENSATION	\$3,517.00	\$0.00	\$3,517.00	\$0.00	\$5,795.36	(\$2,278.36)	164.8
1.23 EMPLOYER'S CONTRIB.- PERF	\$109,799.00	\$0.00	\$109,799.00	\$8,472.18	\$72,696.84	\$37,102.16	66.2
1.24 EMPLOYER'S CONTRIB.- INS.	\$149,936.00	\$0.00	\$149,936.00	\$9,791.45	\$84,489.55	\$65,446.45	56.4
Subtotal	\$1,605,583.00		\$1,605,583.00	\$120,569.97	\$1,039,067.84	\$566,515.16	64.7
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
2.12 STATIONERY AND PRINTING	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,500.00	\$0.00	\$8,500.00	\$507.14	\$4,874.76	\$3,625.24	57.4
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$123.66	\$3,330.88	\$2,669.12	55.5
2.23 OTHER OPERATING SUPPLIES	\$7,000.00	\$0.00	\$7,000.00	\$403.33	\$3,247.25	\$3,752.75	46.4
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$234.31	\$765.69	23.4
2.32 PAINT AND PAINTING SUPPLIES	\$400.00	\$0.00	\$400.00	\$5.99	\$186.63	\$213.37	46.7
2.33 REPAIR PARTS	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$161.57	\$1,338.43	10.8
2.41 LIBRARY SUPPLIES	\$15,350.00	\$0.00	\$15,350.00	\$1,743.31	\$6,862.39	\$8,487.61	44.7
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$32.88	\$17.12	65.8
Subtotal	\$40,900.00		\$40,900.00	\$2,783.43	\$18,930.67	\$21,969.33	46.3
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$445.50	\$1,600.75	\$4,399.25	26.7
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$357.01	\$4,168.51	\$5,831.49	41.7

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<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Spent</i>
3.145 DATABASES & LICENSING SERVICES	\$21,552.00	\$0.00	\$21,552.00	\$7,030.67	\$22,755.02	(\$1,203.02)	105.6
3.146 E-BOOKS SERVICES	\$18,500.00	\$0.00	\$18,500.00	\$0.00	\$18,500.00	\$0.00	100.0
3.21 TELEPHONE	\$3,800.00	\$0.00	\$3,800.00	\$762.95	\$2,882.77	\$917.23	75.9
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$1,753.32	\$1,246.68	58.4
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$837.54	\$10,732.41	\$9,267.59	53.7
3.24 PROFESSIONAL MEETINGS	\$10,768.00	\$0.00	\$10,768.00	\$385.00	\$4,997.05	\$5,770.95	46.4
3.25 FREIGHT	\$2,000.00	\$0.00	\$2,000.00	\$136.82	\$832.45	\$1,167.55	41.6
3.26 NETWORKING	\$64,860.00	\$0.00	\$64,860.00	\$1,621.50	\$1,924.18	\$62,935.82	3.0
3.31 ADVERTISING & PUBLIC NOTICES	\$600.00	\$0.00	\$600.00	\$0.00	\$173.90	\$426.10	29.0
3.33 MARKETING ADVERTISING	\$1,800.00	\$0.00	\$1,800.00	\$40.00	\$1,800.00	\$0.00	100.0
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$312.00	(\$62.00)	124.8
3.42 OTHER INSURANCE	\$31,000.00	\$0.00	\$31,000.00	\$0.00	\$16,333.00	\$14,667.00	52.7
3.51 GAS	\$45,000.00	\$0.00	\$45,000.00	\$641.58	\$9,254.50	\$35,745.50	20.6
3.52 ELECTRICITY	\$100,000.00	\$0.00	\$100,000.00	\$9,545.32	\$58,592.44	\$41,407.56	58.6
3.53 WATER	\$4,000.00	\$0.00	\$4,000.00	\$221.30	\$2,402.35	\$1,597.65	60.1
3.54 WASTE DISPOSAL SERVICES	\$6,500.00	\$0.00	\$6,500.00	\$536.82	\$4,726.21	\$1,773.79	72.7
3.61 BUILDING & STRUCTURES	\$66,922.00	\$0.00	\$66,922.00	\$5,639.23	\$35,689.07	\$31,232.93	53.3
3.62 EQUIPMENT REPAIRS	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$1,086.40	\$1,913.60	36.2
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$11.95	\$232.60	\$67.40	77.5
3.91 DUES	\$1,900.00	\$0.00	\$1,900.00	\$0.00	\$514.00	\$1,386.00	27.1
3.93 TAXES & ASSESSMENTS	\$250.00	\$0.00	\$250.00	\$0.00	\$904.08	(\$654.08)	361.6
3.94 TRANSFER TO LIRF	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$95.20	\$4.80	95.2
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$117,119.00	\$0.00	\$117,119.00	\$6,850.03	\$83,188.79	\$33,930.21	71.0
Subtotal	\$639,341.00		\$639,341.00	\$35,063.22	\$285,451.00	\$353,890.00	44.6
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$50,714.00	\$0.00	\$50,714.00	\$0.00	\$2,352.21	\$48,361.79	4.6
4.5 OTHER CAPITAL OUTLAYS	\$0.00	\$0.00	\$0.00	\$0.00	\$107.50	(\$107.50)	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Spent</i>
4.51 BOOKS	\$160,000.00	\$0.00	\$160,000.00	\$13,756.06	\$87,284.56	\$72,715.44	54.6
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$285.74	\$13,151.36	\$11,848.64	52.6
4.53 NONPRINTED MATERIALS	\$58,000.00	\$0.00	\$58,000.00	\$1,549.32	\$21,062.50	\$36,937.50	36.3
Subtotal	\$293,714.00		\$293,714.00	\$15,591.12	\$123,958.13	\$169,755.87	42.2
Grand Total	\$2,579,538.00	\$0.00	\$2,579,538.00	\$174,007.74	\$1,467,407.64	\$1,112,130.36	56.9

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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Voucher List

Jasper County Public Library

Report Date: From 8/1/16 To 8/31/16

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
34831	563	AARON'S LAWN CARE	8/8/16	Mowing & edging	\$1,138.00
34832	564	ANTHEM BLUE CROSS BLUE	8/8/16	Health Ins. Premiums- August 2016	\$11,934.72
34833	565	ANTHEM LIFE	8/8/16	Life Ins. Premiums- August 2016	\$91.08
34834	566	BAKER & TAYLOR	8/8/16	Books, Continuations, AV, Auto. Yours, B&T user licenses	\$14,515.48
34835	567	BAKER & TAYLOR ENTERTAIN	8/8/16	DVDs	\$784.63
34836	568	CAROLYNN DeVRIES	8/8/16	Colored pencils	\$11.37
34837	569	CENTER FOR CREATIVE SOL	8/8/16	Retainer for Staff Development Day presenter	\$200.00
34838	570	CHICAGO TRIBUNE	8/8/16	DeM: Newspaper subscription Acct# 20468938	\$285.74
34839	571	CHILDREN'S MUSEUM OF INDI	8/8/16	Book	\$16.95
34840	572	CIRCLE R ELECTRIC, INC.	8/8/16	DeM: Troubleshoot and repair parking lot light	\$447.90
34841	573	D & S COMPUTER SERVICES	8/8/16	Hosting 3rd quarter 2016	\$120.00
34842	574	DEBORAH KRISTOFF	8/8/16	Mileage 5/12-7/27/16: Management meetings, Counterparts meeting, transport, MCLS Training	\$75.06
34843	575	DELTA DENTAL	8/8/16	Dental Ins. Premiums- August 2016	\$522.18
34844	576	DEYOUNG PLUMB, HTG, & AIR	8/8/16	Wh: Backflow Testing	\$150.00
34845	577	ENA SERVICES LLC	8/8/16	Internet Service- July 2016	\$1,621.50
34846	578	FAEGRE BAKER DANIELS LLP	8/8/16	Legal assistance on policy matters	\$445.50
34847	579	GREY HOUSE PUBLISHING	8/8/16	Continuations	\$862.10
34848	580	INDIANA HISTORICAL SOCIET	8/8/16	Books	\$34.92
34849	581	INDIANA LIBRARY FEDERATIO	8/8/16	Difference is You conference registration- C. DeVries	\$25.00
34850	582	INDIANA NIE FOUNDATION	8/8/16	Books	\$33.00
34851	583	JUNIOR LIBRARY GUILD	8/8/16	Books	\$1,914.00
34852	584	KONE, INC.	8/8/16	Dem: Quarterly Elevator Maintenance Agreement- 7/1-9/30/16	\$417.33
34853	585	LAURIE STEELE	8/8/16	Online Database (Read the Books) 7/1/16-6/30/17	\$940.00
34854	586	LINDA POORTENGA	8/8/16	Mileage 6/24-7/22/16: Transport, Management meeting, B2B	\$72.36
34855	587	MADISON HOUSE PUBLISHIN	8/8/16	Books	\$379.00
34856	588	NETWISE RESOURCES	8/8/16	Rens & Wh: staff copier quarterly service agreements	\$1,970.75
34857	589	NICHE ACADEMY	8/8/16	Niche Academy database annual subscription	\$1,260.00
34858	590	NICKOLE HACHLICA	8/8/16	Mileage 7/19/16: transport	\$5.40
34859	591	NITCO	8/8/16	DeM: Local Phone & Fax Service August 2016	\$159.76
34860	592	PATTY STRINGFELLOW	8/8/16	Mileage 7/6-7/27/16: transport, MCLS Media Bootcamp	\$78.84
34861	593	PRECISION CONTROL SYSTE	8/8/16	1st & 2nd Quarter Invoice for Routine Maintenance @ Rens & DeM(Contract Jan.1 thru Dec. 31, 2016); DeM: VAV 20 reheat valve leaking, reheat circ. Pump seal leaking, shut down pump & valaved off, drained piping & cleaning up balcony, valved off & drained VAV reheat coil, removed actuator & valve, replaced valve & reinstalled actuator, opened valves & vented, replaced pump gauge, replaced leaking auto vent on top of mechanical room heater, unwired reheat circ. Pump & took off mounts, removed pump, cleaned flange of pump housing, took pump to propump to get rebuilt, main circ. Pump, picked up pump for propump, installed pump & new gasket, replaced 1/4" gauge by pump, filled & vented	\$7,390.33
34862	594	QUILL CORPORATION	8/8/16	Labels, CD/DVD file folders, double stick tape, toner, binding covers, binding combs, labeler, latex gloves, nametag	\$497.25
34863	595	RACHAEL CAVINDER	8/8/16	Mileage 7/18-7/21/16: transport, Storytime at the Fair	\$36.72
34864	596	RAINBOW PRINTING	8/8/16	Library Cards & Digital Access Cards	\$1,407.00
34865	597	RENSSELAER CHAMBER OF C	8/8/16	Luncheon Meeting- May	\$10.00

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
34866	598	REPUBLIC SERVICES #715	8/8/16	Wh: Trash Service- August 2016	\$82.15
34867	599	SIMPLEXGRINNELL	8/8/16	Wh: Service call for active smoke detector, panel normal upon arrival, cleaned the devices, and tested all smoke detectors via panel, system normal upon departure	\$462.00
34868	600	SMITH FARM STORE	8/8/16	Nuts, bolts	\$7.36
34869	601	SUNRISE PACKAGING INC.	8/8/16	Audiobook cases	\$438.86
34870	602	SVT, LLC	8/8/16	Summer Reading Teen program expenses	\$35.08
34871	603	THOMSON REUTERS - WEST	8/8/16	Continuations	\$321.50
34872	604	TRUGREEN PROCESSING CE	8/8/16	Rens: Lawn fertilization, tree & shrub treatment; DeM; Lawn fertilization	\$249.00
34873	605	ULINE	8/8/16	CD cases	\$155.08
34874	606	VISION SERVICE PLAN	8/8/16	Vision Ins. Premiums- August 2016	\$214.74
34875	607	WAL-MART COMMUNITY/RFC	8/8/16	DVDs, Anime Club expenses, Summer Reading prizes, cleaning supplies, batteries	\$655.21
34876	608	WORLD BOOK INC.	8/8/16	World Book Database subscription	\$995.67
0	609	PAYROLL	8/10/16	PAYROLL	\$47,132.84
0	610	ALLIANCE BANK	8/8/16	Direct Deposit Fees - July 2016	\$36.80
34877	611	BLUETARP FINANCIAL, INC	8/8/16	Door viewer, blue mask tape, concrete sealant, cement crack filler, junction box, cover, clamp	\$43.31
34878	612	BUSINESS CARD	8/8/16	Men coat form for Milroy uniform, emergency ballasts, batteries, background check, Difference is You conference registrations, CYPD conference registrations, volunteer party expenses, teen program expenses, Summer Reading expenses	\$769.63
34879	613	CULLIGAN WATER CONDITIO	8/8/16	Wh: Water Cooler Rental-August 2016, 5-gallon drinking water- 5	\$48.70
34880	614	HAINES & COMPANY, INC.	8/8/16	Continuations	\$371.50
34881	615	INDIANA WASTE SERVICE	8/8/16	DeM: Trash pick-up August 2016	\$89.70
34882	616	KIRBY RISK CORPORATION	8/8/16	Lightbulbs	\$133.40
34883	617	MOTION PICTURE LICENSING	8/8/16	License Certificate - Rensselaer Lib (10/01/2016 - 10/01/2017)	\$110.94
34884	618	NIPSCO	8/8/16	Wh: Gas & electric service 7/1-8/2/16	\$2,480.99
34885	619	OFFICE DEPOT	8/8/16	Carbon paper, construction paper, toner, copy paper, pens, color copy paper, label tape, laminator, kleenex, laminator pouches	\$621.95
34886	620	RENSSELAER LAUNDRY ROO	8/8/16	Laundry	\$29.75
34887	621	UNIQUE MANAGEMENT SERVI	8/8/16	Collections: Initial/Secondary Placements- July 2016	\$89.50
34888	622	WHEATFIELD CHAMBER OF C	8/8/16	Sandhill Crane Festival 10x10 Booth	\$40.00
0	623	CHRISTINA SANDERS	8/10/16	Courier Mileage 7/22/16-7/29/16 (Conf. #416)	\$200.88
0	624	GREAT-WEST RETIREMENT S	8/10/16	Annuity Contributions withheld 8/10/16 Payroll (Conf. #415)	\$1,005.00
0	625	INDIANA DEPARTMENT OF RE	8/10/16	State & County Taxes withheld July 2016 Payrolls (Ref. #85628)	\$6,092.89
0	626	INPRS fbo PERF	8/10/16	INPRS Contributions 8/10/16 Payroll	\$5,560.80
0	627	IRS USA TAXPAYMENT	8/10/16	Federal Withholding, Medicare, & FICA withheld 8/10/16 Payroll & Ins. (Acknowledgement #01064147)	\$10,642.65
0	628	TOWN OF DEMOTTE	8/10/16	DeM: Water & Sewer Service- July 2016 (Conf. #417)	\$82.92
0	629	TOWN OF WHEATFIELD	8/10/16	Wh: Sewer Service- August 2016 (Conf# 418)	\$56.65
0	630	PAYROLL	8/25/16	PAYROLL	\$48,113.19
0	631	AFLAC	8/10/16	Supplemental Insurance August 2016 (Conf. #426)	\$727.36
0	632	CENTURYLINK	8/10/16	Rens: Local phone & fax service August 2016 (Conf #420)	\$420.18
0	633	CENTURYLINK	8/10/16	WH: Local Phone Service August 2016 (Conf. # 423)	\$131.35
0	634	CENTURYLINK	8/10/16	WH: Fax Service August 2016 (Conf. # 422)	\$51.66
0	635	CHRISTINA SANDERS	8/10/16	Courier Mileage 8/1/16-8/15/16 (Conf. #424)	\$368.28
0	636	CITY OF RENSSELAER	8/10/16	RENS: Utilities 7/8 - 8/9/16 (Conf. #425)	\$4,770.47
0	637	GREAT-WEST RETIREMENT S	8/10/16	Annuity Contributions withheld 8/25/16 Payroll (Conf. #427)	\$1,005.00

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	638	INPRS fbo PERF	8/10/16	INPRS Contributions 8/25/16 Payroll	\$5,784.79
0	639	IRS USA TAXPAYMENT	8/10/16	Federal Withholding, Medicare, & FICA withheld 8/25/16 Payroll & Ins. (Acknowledgement #04400335)	\$10,935.77
0	640	NIPSCO	8/10/16	DeM: Gas & Electric Service (Conf #421)	\$3,345.39
0	641	SPARKPAY	8/31/16	Merchant Processing Fees- August 2016	\$17.65
Total Amount of Claims					\$204,782.41

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, September 06, 2016

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$204,782.41

Date this 12th day of September, 2016.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
August 31, 2016

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,414.78	\$20,365.96
DeMotte	\$808.76	\$6,325.10		
Rensselaer	\$933.96	\$8,513.07		
Wheatfield	\$672.06	\$5,527.79		
PHOTOCOPIES:			\$1,110.19	\$7,127.45
DeMotte	\$419.50	\$2,770.24		
Rensselaer	\$425.48	\$2,637.35		
Wheatfield	\$265.21	\$1,719.86		
INTEREST (Checking, Repurchase, CDs):.....			\$57.03	\$674.95
TAXES:			\$85,559.66	\$1,378,619.45
Property Tax	\$0.00	\$636,874.31		
LOIT	\$17,903.58	\$143,228.64		
License Excise Tax	\$0.00	\$49,795.57		
Financial Institution Tax	\$0.00	\$1,169.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$6,303.29		
Local Option/Certified Shares	\$55,240.08	\$441,920.64		
Local Option/Property Tax Repl.	\$12,416.00	\$99,328.00		
TAXABLE SALES:-.....			\$14.05	\$57.67
REFUNDS:			\$1,467.01	\$32,687.22
Rebates/Refund	\$50.00	\$50.00		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$300.00	\$1,750.00		
Reimbursement	\$1,117.01	\$1,450.70		
Fixed Asset Sales	\$0.00	\$0.00		
Miscellaneous Receipts	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$29,436.52		
TOTAL OPERATING FUND RECEIPTS.....			\$90,622.72	\$1,439,532.70
PLAC FUND:-.....			\$0.00	\$0.00
GIFT FUNDS:			\$0.00	\$7,909.75
DeMotte	\$0.00	\$3,179.53		
Rensselaer	\$0.00	\$3,161.83		
Wheatfield	\$0.00	\$1,568.39		
LIB. IMPROV. RESERVE FUND:			\$13.23	\$99.25
Interest Earned	\$13.23	\$99.25		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$165,599.54
Property Tax	\$0.00	\$153,521.47		
License Excise Tax	\$0.00	\$10,133.27		
Financial Institution Tax	\$0.00	\$662.09		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,282.71		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:			\$95.47	\$1,020,035.16
Special CAGIT Distribution	\$0.00	\$0.00		
Special LOIT Distribution	\$0.00	\$1,019,939.69		
Interest Earned	\$95.47	\$95.47		
STATE TECHNOLOGY FUND GRANT FUND:-.....			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$4.88	\$36.10
Interest Earned	\$4.88	\$36.10		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$26,792.00
SALES TAX:-.....			\$21.98	\$145.48
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$0.00
Interfund Transfer	\$0.00	\$0.00		
INSURANCE SETTLEMENT FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$90,758.28	\$2,660,149.98

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WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$7,457.80	\$66,359.70
FICA Collected	\$7,060.31	\$60,510.17
State Tax Collected	\$3,304.84	\$28,483.49
County Tax Collected	\$2,454.03	\$21,366.39
Deferred Comp Plan	\$1,990.00	\$16,060.00
Pre-tax Insurance Plans	\$3,658.30	\$29,202.87
Life Insurance	\$217.88	\$1,502.42
INPRS	\$2,873.41	\$24,359.25
Garnishments	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00

\$29,016.57

\$247,844.28

TOTAL RECEIPTS - ALL FUNDS.....

\$119,774.85

\$2,907,994.26

Voucher List

Jasper County Public Library

Report Date: From 9/1/16 To 9/12/16

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	642	PAYROLL	9/9/16	PAYROLL	\$52,453.57
0	643	BILL HROMADA	9/9/16	Courier Mileage 8/29/16 - 8/31/16 (Conf. #4430)	\$100.44
0	644	CHRISTINA SANDERS	9/9/16	Courier Mileage 8/16//16-8/26/16 (Conf. #428)	\$301.32
0	645	GREAT-WEST RETIREMENT S	9/9/16	Annuity Contributions withheld 9/9/16 Payroll (Conf. #432)	\$995.00
0	646	INDIANA DEPARTMENT OF RE	9/9/16	State & County Taxes withheld August 2016 Payrolls (Ref. #73237)	\$5,758.87
0	647	INPRS fbo PERF	9/9/16	INPRS Contributions 9/9/16 Payroll	\$6,338.19
0	648	IRS USA TAXPAYMENT	9/9/16	Federal Withholding, Medicare, & FICA withheld 9/9/16 Payroll & Ins. (Acknowledgement #55899651)	\$12,178.01
0	649	TOWN OF DEMOTTE	9/9/16	DeM: Water & Sewer Service- August 2016 (Conf. #429)	\$167.64
0	650	TOWN OF WHEATFIELD	9/9/16	Wh: Sewer Service- September 2016 (Conf# 431)	\$56.65
34889	651	AARON'S LAWN CARE	9/12/16	Mowing and edging	\$1,310.00
34890	652	ACE HARDWARE	9/12/16	Hedge clippers, anchors, concrete, crack filler, paint, hex key set, light switch, wire connector, electrical tape	\$120.08
0	653	ALLIANCE BANK	9/12/16	Direct Deposit Fees - August 2016	\$36.10
34891	654	AMERICAN LIBRARY ASSOCIA	9/12/16	Peanuts Library Card posters, bookmarks, and stickers	\$194.06
34892	655	ANTHEM BLUE CROSS BLUE	9/12/16	Health Ins. Premiums- September 2016	\$11,934.72
34893	656	ANTHEM LIFE	9/12/16	Life Ins. Premiums- September 2016, P. Eenigenburg August premium	\$101.88
34894	657	AUDIOCRAFT PUBLISHING, IN	9/12/16	Book	\$8.53
34895	658	BAKER & TAYLOR ENTERTAIN	9/12/16	DVDs	\$448.90
34896	659	BETTER CONTAINERS MFG. C	9/12/16	Love My Library bags	\$130.85
34897	660	BLUETARP FINANCIAL, INC	9/12/16	Sealer, plumbing supplies, geocache supplies	\$43.94
34898	661	BOOKPAGE	9/12/16	Magazine (10/2016-09/2017)	\$480.00
34899	662	CENTURION TECHNOLOGIES	9/12/16	Smart Shield licenses & annual maintenance	\$197.20
34900	663	CULLIGAN WATER CONDITIO	9/12/16	Wh: Water Cooler Rental-September 2016	\$11.95
34901	664	DEBORAH KRISTOFF	9/12/16	Mileage 8/12-9/2/16: Distribute Digital Access Cards, Reference Counterparts meeting, deliver B2B book kits, pickup shelving	\$113.40
34902	665	DEERWOOD GROUP LLC	9/12/16	Rens: Replaced countertops and side splashes in Men's and Women's public restrooms	\$1,275.00
34903	666	DELTA DENTAL	9/12/16	Dental Ins. Premiums- September 2016	\$522.18
34904	667	DEMCO	9/12/16	Crystal clear tape, classification labels, fastape, headphones, bookmarks, 1000 Books before Kindergarten stickers, book pockets, shelving	\$2,375.61
34905	668	DEMOTTE CHRISTIAN SCHOO	9/12/16	2015-2016 DMC Yearbook	\$25.00
34906	669	DONNA BARKO	9/12/16	Mileage 7/6-8/22/16: Bank deposits, Post Office, transport, new employee orientations	\$114.97
34907	670	ENA SERVICES LLC	9/12/16	Internet Service- August 2016	\$1,621.50
34908	671	EVELYN BRISTOL	9/12/16	Branch Counterparts expenses, meeting room supplies; Mileage 5/12-8/3/16: Management meetings, Walking Books, transport	\$140.50
34909	672	FASE-KALUF TV & APPLIANCE	9/12/16	4-port surface mount box	\$5.99
34910	673	GOODWIN FIRE EQUIPMENT, I	9/12/16	DeM & Rens: replace halon fire extinguisher	\$1,010.00
34911	674	HAMSTRA BUILDERS, INC.	9/12/16	Dig up and cap city sewer line at DeMotte property	\$1,468.75
34912	675	INDIANA LIBRARY FEDERATIO	9/12/16	2016 Legislative Fall Forum registrations- P. Stringfellow, R. Gilmore	\$90.00
34913	676	INDIANA WASTE SERVICE	9/12/16	DeM: Trash pick-up September 2016	\$89.70
34914	677	JEFF MANES	9/12/16	Books	\$200.00
34915	678	KARLA HAUSENFLECK	9/12/16	DeMotte Library 50th Anniversary expenses	\$20.98
34916	679	KIM DELGER	9/12/16	Circulation Counterparts expenses; Mileage 8/12-8/23/16: Circulation Counterparts meeting, AV Shopping	\$81.02

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
34917	680	LIBERTY MUTUAL INSURANC	9/12/16	Notary Bond- M. Smith	\$50.00
34918	681	LINDA POORTENGA	9/12/16	Branch Counterparts expenses; Mileage 8/17-8/26/16: Branch Counterparts meeting, deliver B2B book kits	\$177.86
34919	682	THE LOCK DOCTOR	9/12/16	Rens: 5 keys for exterior doors	\$17.50
34920	683	MELISSA J. WIDNER	9/12/16	Mileage 6/15/16: Makerspace Counterparts meeting	\$64.69
34921	684	NANCY PHILLIPS	9/12/16	Books; Mileage 8/21-8/22/16: CYPD Conference	\$136.86
34922	685	NANETTE SPEACHT	9/12/16	Circulation Counterparts expenses	\$9.19
34923	686	NIMBO IP LLC	9/12/16	DeM: Made programming changes to extensions 106 & 115	\$110.00
34924	687	NIPSCO	9/12/16	Gas & electric service	\$5,573.92
34925	688	NITCO	9/12/16	DeM: Local Phone & Fax Service September 2016	\$160.53
34926	689	OSBY WATER CONDITIONING	9/12/16	Wh. Water softener chemicals	\$171.00
34927	690	PATTY STRINGFELLOW	9/12/16	Mileage 8/6-8/31/16: DeMotte Back to School Fair, Branch Visits, MCLS Community Conversation meeting	\$124.20
34928	691	PRECISION CONTROL SYSTE	9/12/16	Rens: Noise from upstairs, traced to hydraulic actuator above ceiling, unwired & installed new one; A/C not working, chiller comfort link system in alarm, reset; Water pouring out of AHU & all over floor, shut down unit, found chunk of rust blocking condensate drain, cleaned rust out of unit, flushed drain line & restarted unit; DeM: Study room warm, rebooted controls, changed set point, found water valve leaking, tightened valve	\$2,519.00
34929	692	QUILL CORPORATION	9/12/16	Hand sanitizer, clorox wipes, hand soap, m-folds, lysol spray, hole reinforcements, file folder labels, air freshener, sponges, swiffer duster, name badges, sticky notes, double-sided tape, clasp envelopes, toner, name tags	\$581.18
34930	693	RACHAEL CAVINDER	9/12/16	Mileage 8/11-8/22/16: Management meeting, CYPD Conference	\$38.88
34931	694	RAYANN GILMORE	9/12/16	Mileage 7/11-8/16/16: Transport, pickup supplies, bank deposits, Post Office, Milroy Exhibit Field Trip	\$252.29
34932	695	REBECCA AMALONG	9/12/16	Mileage 5/26-8/16/16: SRCS Training, Milroy Exhibit Field Trip	\$162.54
34933	696	RELIABLE EXTERMINATORS, I	9/12/16	DeM: Interior & exterior treatment	\$280.00
34934	697	RENSSELAER CENTRAL HIGH	9/12/16	Chaos Yearbook 2015-2016	\$45.00
34935	698	RENSSELAER ROTARY CLUB	9/12/16	July & August 2016 dues & meals	\$116.00
34936	699	REPUBLIC SERVICES #715	9/12/16	Wh: Trash Service-September 2016	\$82.15
34937	700	ROEING CORPORATION	9/12/16	Meraki MR Enterprise Cloud Controller License, 3 years	\$2,520.00
34938	701	SCHOLASTIC LIBRARY	9/12/16	Continuations	\$156.00
34939	702	SHOWCASES	9/12/16	Double DVD cases	\$386.10
34940	703	SVT, LLC	9/12/16	Management Meeting expenses	\$28.07
34941	704	ULINE	9/12/16	DVD cases, filament tape, laser labels	\$411.28
34942	705	UNIQUE MANAGEMENT SERVI	9/12/16	Collections: Initial/Secondary Placements- August 2016	\$143.20
34943	706	VISION SERVICE PLAN	9/12/16	Vision Ins. Premiums-September 2016	\$214.74
34944	707	WALL STREET JOURNAL	9/12/16	Rens: Newspaper subscription Acct# 010560578589	\$455.00
34945	708	WAL-MART COMMUNITY/RFC	9/12/16	Anime Club expenses, cleaning supplies, paint, exchanged Smr Rdg prize, Positivity expenses, children's supplies, memory card	\$94.31
34946	709	WAYFAIR SUPPLY	9/12/16	Desk, mobile pedestal	\$795.90
34947	710	ABLE PAPER & JANITORIAL S	9/12/16	Janitorial cart	\$195.82
34948	711	BAKER & TAYLOR	9/12/16	Books, Continuations, AV, Auto. Yours	\$16,136.43
34949	712	BUSINESS CARD	9/12/16	Background check, CYPD Conference expenses, Notary application fee, lightbulbs, push/pull door handles, domain renewal, DVDs, Touch of Dutch parade expenses, books, Milroy Exhibit Fieldtrip expenses, DeMotte Library 50th Anniversary expenses, AV Shopping expenses, CDs, Staff Development Day expenses, B2B expenses, Reference Counterparts expenses	\$4,783.34

F6c

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
34950	713	CARDINAL OFFICE PRODUCT	9/12/16	DeM: Quarterly maintenance agreement on work room copier 4/21-7/21/16	\$761.94
34951	714	CENTER FOR CREATIVE SOL	9/12/16	Staff Development Day presenter	\$1,400.00
34952	715	CENTURYLINK	9/12/16	Rens: Local phone & fax service September 2016	\$585.39
34953	716	DUMAS & MAHNESMITH P.C.	9/12/16	Legal assistance on policy matters	\$285.00
34954	717	HP Products	9/12/16	Paper towel rolls, toilet paper, trash bags, stainless steel cleaner, enmotion paper towels	\$505.84
34955	718	OFFICE DEPOT	9/12/16	Contact paper, backrest, 1-hole punch, wristrest, labels, color copy paper, permanent markers, paper clips, tape, copy paper	\$424.79
34956	719	TRUGREEN PROCESSING CE	9/12/16	Wh: Lawn fertilization	\$91.00
34957	720	YVONNE DEL VECCHIO	9/12/16	Mileage 7/6-8/31/16: Walking Books, Book Clubs, deliver newsletters	\$49.95
Total Amount of Claims					\$143,619.39

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, September 12, 2016

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$143,619.39

Date this 12th day of September, 20 16.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Oct

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, October 10, 2016, 6pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of September Board Meeting
Bills/Financial Reports
Policy Review (R 12)

General Business

Purchasing Property (R 12)
Budget 2017 Adoption (R 12)
Health Insurance Renewal (R 12)
Advanced Tax Draw Resolution (R 13)
Board By-Law Revision (R 13)
2017 Slate of Officers (R 13)

Information
Action
Action
Action
Action
Information

Director's Report (R 12–R 16)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

September 12, 2016
Wheatfield Library

Present: Natalie Waling, Janelle Harper, Janet Umlauf, Mark Heinig, Kevin Kaluf, Patricia Stringfellow, Rayann Gilmore, Evie Bristol, Rachael Cavinder

Absent: Deana George, Jody Melton

Agenda & Consent Agenda Approval: The Agenda and Consent Agenda Items including the August Board Meeting Minutes, bills/financial reports, salary ordinance update, and Mobile Computer Lab Policy revisions were approved as presented on a motion by J. Umlauf, seconded by J. Harper. Motion passed.

2017 Budget Hearing: No citizens were in attendance for the hearing with questions or concerns on the proposed budgets. The President deemed the hearing closed.

Wheatfield Library Annual Report: Children's Specialist, Rachael Cavinder, shared that it has been a year of changes, including changes in staff. The new Youth Assistant is embracing her new position. She is creative, reads a lot of YA books, and has started updating the Library's Instagram account. The 1000 Books Before Kindergarten program launched in May. There are currently 53 kids enrolled! The Teen collection continues to grow, with both the books and audio books needing more shelf space. New shelving has been ordered and installed in the Teen Room for this expanding collection.

Branch Manager, Evie Bristol, reported that expanding the hours of the maintenance position to 12 per week has made a huge impact in care and upkeep of the building. Our new Adult Services Specialist has already begun to take on some of the adult programming responsibilities, responsibilities that Evie was handling on her own previously. New adult programs include pallet-painting and 'Pop-Up' programs for the adults while their children are in Story Time. The long process of weeding the nonfiction collection is complete. The nonfiction collection is now on one side of the library with the fiction collection on the other. This has created an improved line of sight to the seating area in the 'stone room'. Additional space was also found for the new books. Weeding has now begun on the fiction collection in the hopes of creating more space for the growing Large Print collection. At the Director's request, and in an effort to better promote the Library as a whole, Evie has been sending notices of the Library's bigger news/events to the Indiana State Library's digital newsletter. Items sent include DeMotte Library's 50th Anniversary, the 1000 Books Before Kindergarten program, and the recently digitized yearbook collection. Being a member of the Wheatfield Chamber of Commerce has also provided opportunities to connect with many of the people and organizations of the community.

Capital Projects Fund Transfer: We have not written a Capital Projects Fund Plan in many years as we have merged the Capital Projects Fund levy with the Operating Fund levy. We no longer expend from this fund. We no longer need a Capital Projects Fund. By board resolution the library can declare the Capital Projects Fund dormant and transfer the entire amount to our Rainy Day Fund for future expenditures. The Rainy Day Fund may be used for the same purposes as the Operating Fund so the board would have flexibility to spend these funds as needs arise and as approved appropriations allow. M. Heinig moved to declare the Capital Projects Fund dormant and transfer the balance to the Rainy Day Fund, seconded by K. Kaluf. Motion passed.

Bylaw Revision: We recommend adding sons- and daughters-in-law in the nepotism section of the Board By-Laws to coincide with the language in our Personnel Policy. We added sons- and daughters-in-law to the Personnel Policy in April of this year, so this revision will align the Personnel Policy and Board By-Laws. J. Umlauf moved to amend the Board By-Laws by adding sons- and daughters-in-law in

the nepotism section, seconded by J. Harper. Amendments to board bylaws may be proposed at any meeting of the Board; however voting on any proposed amendment will not occur until the next regular meeting following its proposal.

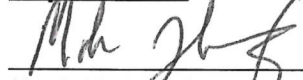
Permission to Close DeMotte Library for Tile Replacement: We need to replace the tile floor in the foyer and lower level public restrooms at the DeMotte Library. Three vendors were invited to provide an estimate for this work which includes: a complete tear out and removal of existing floor tile and installation of new mid-range commercial floor tile that is slip resistant, approved for outside purposes, very durable, and appropriate for commercial use. One vendor replied that they would not be submitting a bid as they do not have the manpower to do the job. Two estimates were received. The lowest bid was accepted and the project awarded to Three Tree Investments who has experience with commercial tile installation on concrete slab. Estimate total is \$14,997.50. Color samples will be provided, and we will select a color that is in keeping with our current color scheme and/or existing tile. It is estimated that this project will take 7 days to complete. The tentative start date is October 23. We recommend that the library be closed to the public at time of tear out and installation. Staff would remain in the building to complete other work. Monies have been budgeted for this necessary repair. J. Umlauf moved to close the DeMotte Library for the tile replacement project, seconded by M. Heinig. Motion passed.

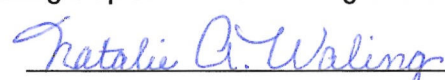
Director's Report: This summer three CDs matured. We have not reinvested these monies yet. At our May meeting, P. Stringfellow explained that the library has been investing funds that we do not need immediately in CDs which have been receiving poor returns. The Board was asked if they would be interested in hearing about other investment options available to local governments. At that time it was explained that Umbaugh, a company of independent municipal advisors, could be invited to make a presentation to us. The Board asked that Umbaugh be invited to a future board meeting. Recently, P. Stringfellow learned of a continuing education opportunity that will be valuable to us. On October 26, R. Gilmore and P. Stringfellow will attend a 2016 Public Funds Management Seminar presented by Treasurer of State, Kelly Mitchell of TrustIndiana. Topics include: investing options for local governments, assessment of risk, and today's economy. After this seminar a revised recommendation will be made to the board regarding investment options. In the meantime, the funds from the matured CDs have been placed in our sweep account where modest interest does accrue.

Staff Development Day was held on September 9. It was a tremendously energizing day. This year we invited the Center for Creative Solutions to train staff on Civility in the Workplace and Conflict Resolution. Trainers Cindy Hedge and Keri Marrs Barron came highly recommended. There have been many positive remarks from staff. Staff has even asked if these trainers can come back for future training.

On August 16 several staff and board members traveled to the Fort Wayne Museum of Art to view the Alexander Lawrie exhibit and see our Milroy items that were on loan to the museum and displayed as part of the exhibit. This was very interesting and exciting for us all, as we learned about Lawrie and saw our unique historical items on special display. Technical Director, Brian Williamson, gave us a special tour of the exhibit, and his stories and explanations really added to the experience. N. Waling and J. Umlauf, who made the trip on August 16, shared their impressions of the exhibit. What an honor and a privilege it has been to be a part of this signature project of the Indiana Bicentennial Commission. The Milroy items were returned to the Rensselaer Library on September 8.

Adjournment: With no further matters for discussion N. Waling adjourned the meeting at 7:00 PM.


Mark Heinig, Secretary Pro-Tem


Attest: Natalie Waling, President Pro-Tem

CIRCULATION BY HOLDINGS CODE
September 2016

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	27	0	1	28
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJPBF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	31	4	0	35
Blu-Ray (DBR)	79	0	0	79
Books on CD (DBKCD)	142	6	1	149
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	120	3	3	126
Digital Audiobooks (DDA)	30	2	0	32
DVD (DDVD)	1113	50	9	1172
Equipment (DEQP)	45	0	0	45
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	2	0	0	2
Fiction (DFIC)	535	24	24	583
Fiction Fantasy (DFICF)	3	1	0	4
Fiction Mystery (DFICM)	104	2	1	107
Fiction New (DFICNEW)	358	12	14	384
Fiction Science Fiction (DFICSF)	6	0	0	6
Fiction Western (DFICW)	2	0	0	2
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	64	6	0	70
Hanging Bags (DHANG)	34	1	0	35
ILL (DILL)	30	1	0	31
Internet (DINTER)	610	0	0	610
Juv. Audio book (DJAUDB)	14	0	0	14
Juv. Biography (DJBIO)	36	3	0	39
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	33	4	0	37
Juvenile Easy (DJE)	1003	17	7	1027
Juv. Easy Non-fiction (DJENF)	88	2	1	91
Juv. Easy Reader (DJER)	403	3	0	406
Juv. Fiction (DJFIC)	430	12	7	449
Juv. Holiday books (DJHOL)	59	0	1	60
Juv. Magazine (DJMAG)	18	0	0	18
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	228	15	1	244
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	179	0	0	179

Large Print Fiction (DLPF)	213	13	5	231
Large Print Nonfic (DLPNF)	14	0	0	14
Magazine (DMAG)	462	0	0	462
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	10	0	0	10
Nonfiction 100 (DNF100)	5	1	0	6
Nonfiction 200 (DNF200)	12	0	2	14
Nonfiction 300 (DNF300)	50	3	0	53
Nonfiction 400 (DNF400)	6	0	0	6
Nonfiction 500 (DNF500)	20	4	0	24
Nonfiction 600 (DNF600)	104	5	3	112
Nonfiction 700 (DNF700)	38	5	1	44
Nonfiction 800 (DNF800)	6	1	0	7
Nonfiction 900 (DNF900)	35	4	1	40
Nonfiction Blu-Ray (DNFBR)	1	0	0	1
Nonfiction DVD (DNFDVD)	75	0	1	76
Nonfiction (DNFIC)	2	0	0	2
Nonfiction New (DNFNEW)	95	1	8	104
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	3	1	0	4
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	9	0	0	9
Software (DSWAR)	5	0	0	5
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	4	0	0	4
YA Biography (DYAB)	1	0	0	1
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	71	6	9	86
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	7	2	0	9
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	6	0	0	6
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	0	14	2	16
Blu-Ray (RBR)	0	351	0	351
Books on CD (RBKCD)	8	108	1	117
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	0	377	0	377
Digital Audiobooks (RDA)	1	19	0	20
DVD (RDVD)	30	2564	22	2616
Equipment (REQP)	0	4	0	4
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	1	0	1
Fiction (RFIC)	28	589	19	636
Fiction New (RFICNEW)	21	400	13	434

Genealogy (RGENE)	0	6	0	6
Genealogy Mag (RGMAG)	0	0	0	0
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	121	0	121
Hanging Bag (RHANG)	2	4	0	6
ILL (RILL)	2	17	0	19
Internet (RINTER)	0	1304	0	1304
Juv. Audio book (RJAUDB)	1	21	0	22
Juv. Biography (RJBIO)	7	18	2	27
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	22	0	22
Juvenile Easy (RJE)	5	715	6	726
Juv. Easy Non-fiction (RJENF)	1	73	0	74
Juv. Easy Reader (RJER)	1	305	0	306
Juv. Fiction (RJFIC)	6	514	3	523
Juv. Magazine (RJMAG)	0	8	0	8
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	2	383	2	387
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJ TOD)	0	161	1	162
Large Print Fiction (RLPF)	16	223	7	246
Large Print Nonfic (RLPNF)	0	9	0	9
Magazine (RMAG)	0	419	0	419
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	4	6	0	10
Non-Fiction 100 (RNF100)	0	22	0	22
Non-Fiction 200 (RNF200)	3	18	0	21
Non-Fiction 300 (RNF300)	5	46	2	53
Non-Fiction 400 (RNF400)	1	8	0	9
Non-Fiction 500 (RNF500)	0	6	2	8
Non-Fiction 600 (RNF600)	15	146	10	171
Non-Fiction 700 (RNF700)	0	76	0	76
Non-Fiction 800 (RNF800)	0	7	0	7
Non-Fiction 900 (RNF900)	3	55	0	58
Nonfiction Blu-Ray (RNFB R)	0	5	0	5
Nonfiction DVD (RNFDVD)	0	139	0	139
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	6	150	12	168
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	6	0	6
Professional Coll. (RPRO)	0	2	0	2
Reference (REF)	0	3	0	3
Reference Business (RREFB)	0	3	0	3
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	7	0	7
Software (RSWAR)	0	2	0	2
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	5	3	8
YA Biography (RYAB)	0	0	0	0

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	7	103	5	115
YA Music CD (RYACD)	0	58	0	58
YA Nonfiction (RYANF)	0	22	0	22
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	1	0	1
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	0	3	14	17
Blu-Ray (WBR)	0	0	166	166
Books on CD (WBKCD)	20	6	139	165
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	0	5	87	92
Digital Audiobooks (WDA)	0	1	17	18
DVD (WDVD)	7	14	1375	1396
Equipment (WEQP)	0	0	52	52
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	3	3
Fiction (WFIC)	29	16	349	394
Fiction Fantasy (WFICF)	1	4	6	11
Fiction Mystery (WFICM)	2	4	72	78
Fiction New (WFICNEW)	31	10	194	235
Fiction Science Fiction (WFICSF)	0	0	11	11
Fiction Western (WFICW)	0	0	5	5
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	31	31
Hanging Bags (WHANG)	0	0	11	11
ILL (WILL)	0	3	36	39
Internet (WINTER)	0	0	418	418
Juv. Audio book (WJAUDB)	0	0	3	3
Juv. Biography (WJBIO)	1	1	15	17
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	14	14
Juvenile Easy (WJE)	25	29	348	402
Juv. Easy Non-fiction (WJENF)	1	2	47	50
Juv. Easy Reader (WJER)	4	16	230	250
Juv. Fiction (WJFIC)	11	13	217	241
Juv. Magazine (WJMAG)	0	0	14	14
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	2	10	150	162
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	1	1
Juv. Toddler (WJTOD)	9	0	188	197
Large Print Fiction (WLPF)	11	15	123	149
Large Print Nonfic (WLPNF)	0	0	13	13
Magazine (WMAG)	0	0	243	243
Non-Fiction 000 (WNF000)	0	0	0	0
Non-Fiction 100 (WNF100)	0	0	13	13
Non-Fiction 200 (WNF200)	1	3	12	16
Non-Fiction 300 (WNF300)	2	3	16	21
Non-Fiction 400 (WNF400)	0	0	2	2

Non-Fiction 500 (WNF500)	0	1	1	2
Non-Fiction 600 (WNF600)	6	5	28	39
Non-Fiction 700 (WNF700)	0	0	16	16
Non-Fiction 800 (WNF800)	0	0	3	3
Non-Fiction 900 (WNF900)	3	1	17	21
Nonfiction Blu-Ray (WNFBR)	0	0	1	1
Nonfiction DVD (WNFDVD)	1	1	66	68
Nonfiction (WNFIC)	0	0	1	1
Nonfiction New (WNFNEW)	2	5	35	42
Nonfiction VHS (WNFVHS)	0	0	4	4
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	1	0	2	3
Software (WSWAR)	0	0	1	1
Vertical File (WVF)	0	0	10	10
VHS (WVHS)	0	0	0	0
YA Audio book (WYAUDB)	0	1	0	1
YA Biography (WYAB)	0	0	1	1
YA Books on CD (WYABKCD)	0	0	0	0
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	10	13	123	146
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	1	0	7	8
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	7436	10045	5163	22644

CIRCULATION BY HOLDINGS CODE
September 2016

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	27	0	1	28
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	31	21	16	68
Blu-Ray (BR)	80	356	167	603
Books on CD (BKCD)	170	120	141	431
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	120	385	90	595
Digital Audiobooks (DA)	31	22	17	70
DVD (DVD)	1150	2628	1406	5184
Equipment (EQP)	45	4	52	101
See librarian (ERR)	0	0	0	0

Express Book (EXP)	2	1	3	6
Fiction (FIC)	592	629	392	1613
Fiction Fantasy (FICF)	4	5	6	15
Fiction Mystery (FICM)	106	6	73	185
Fiction New (FICNEW)	410	422	221	1053
Fiction Science Fiction (FICSF)	6	0	11	17
Fiction Western (FICW)	2	0	5	7
Genealogy (GENE)	0	6	0	6
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	64	127	31	222
Hanging Bags (HANG)	36	5	11	52
ILL (ILL)	32	21	36	89
Internet (INTR)	610	1304	418	2332
Juv. Audio book (JAUDB)	15	21	3	39
Juv. Biography (JBIO)	44	22	17	83
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	33	26	14	73
Juvenile Easy (JE)	1033	761	361	2155
Juv. Easy Non-Fiction (JENF)	90	77	48	215
Juv. Easy Reader (JER)	408	324	230	962
Juv. Fiction (JFIC)	447	539	227	1213
Juv. Holiday (JHOL)	59	0	1	60
Juv. Magazine (JMAG)	18	8	14	40
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	232	408	153	793
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	1	1
Juv. Toddler (JTOD)	188	161	189	538
Large Print Fiction (LPF)	240	251	135	626
Large Print Nonfic (LPNF)	14	9	13	36
Magazine (MAG)	462	419	243	1124
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	14	6	0	20
Non-Fiction 100 (NF100)	5	23	13	41
Non-Fiction 200 (NF200)	16	21	14	51
Non-Fiction 300 (NF300)	57	52	18	127
Non-Fiction 400 (NF400)	7	8	2	17
Non-Fiction 500 (NF500)	20	11	3	34
Non-Fiction 600 (NF600)	125	156	41	322
Non-Fiction 700 (NF700)	38	81	17	136
Non-Fiction 800 (NF800)	6	8	3	17
Non-Fiction 900 (NF900)	41	60	18	119
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	76	140	67	283
Nonfiction (NFIC)	2	0	1	3
Nonfiction New (NFNEW)	103	156	55	314
Nonfiction VHS (NFVH)	0	0	4	4
Oversize (OVER)	3	7	0	10
Professional Coll. (PROF)	0	2	0	2
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0

Reference (REF)	0	11	48	59
Reference Business (REFB)	0	3	0	3
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	10	7	2	19
Software (SWAR)	5	2	1	8
Vertical File (VF)	0	0	11	11
VHS	0	0	0	0
YA Audio book (YAUDB)	4	6	3	13
YA Biography (YAB)	1	0	1	2
YA Books on CD (YABKCD)	0	0	0	0
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	88	122	137	347
YA Music CD (YACD)	0	58	0	58
YA Nonfiction (YANF)	8	24	7	39
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	6	1	0	7
				0
Free reads	249	243	177	669
Games/Puzzles	16	38	0	54
Talking books	39	0	0	39
Assignment Shelf Books	0	0	0	0
TOTAL	7740	10334	5389	23463

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1617	1558	1023	4198
Nonfiction	524	669	300	1493
CHILDREN'S BOOKS				
Fiction	2103	1785	1008	4896
Nonfiction	425	507	220	1152
YA BOOKS				
Fiction	152	249	168	569
Nonfiction	9	24	8	41
Magazines, Adult	462	419	243	1124
Magazines, Children	18	8	14	40
Sound Recordings, adult	364	533	251	1148
Sound Recordings, ch	84	110	28	222
Online databases	0	0	0	0
Software	5	2	1	8
Vertical file	0	0	11	11
VHS/DVD/Blu-Ray	1306	3124	1644	6074
Equipment	45	4	52	101
Total	7114	8992	4971	21077
A-V Circulation	1759	3769	1924	7452
A-V Circulation as % of total	24.7%	41.9%	38.7%	35.4%

SYSTEM

[illegible]

WHEATFIELD

58,441

-16.7%

XX

% change

R3

-7.0%

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
					ADULT BOOKS
21,634	21,765	15,358	15,438	15,997	16,082 Fiction
17,947	18,003	20,577	20,503	9,332	9,361 Nonfiction
					CHILDREN'S BKS
15,837	15,881	14,366	14,393	12,517	12,585 Fiction
8,549	8,567	6,909	6,925	6,411	6,431 Nonfiction
					YA BOOKS
2,301	2,311	3,303	3,310	2,943	2,949 Fiction
531	531	538	538	166	166 Nonfiction
					0 Magazines,Adult
0	0	0	0	0	0 Magazines, Child
3,935	3,948	20	24	4,373	4,387 Sound Rec/Adult
675	678	4,301	4,304	936	937 Sound Rec/Child
18	18	610	610	7	7 Online Databases
209	209	29	18	-11	-11 Software
-60	-60	169	169	4	4 Vertical Files
5,389	5,413	9,626	9,646	5,470	5,486 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
77,083	77,382	75,948	76,020	58,202	58,441 TOTAL

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5

September 2016

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	147	32	173	37	222	48	542	117
LOCAL HISTORY								
In person	2	1	5	1	0	0	7	2
Letters written	4	4	2	2	0	0	6	6
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	610	25	1304	54	418	17	2332	97
Internet use-Wireless	2160		3780		840		6780	
Computer software used	239	20	157	13	101	8	497	41
VCR Use	0	0	0	0	0	0	0	0
Microforms	3	0	5	1	0	0	8	1
CD ROM/Online databases	145	12	141	12	62	5	348	29
Public FAX24	20		27		15		62	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	13	4	1	0	14	5
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	18		11		0		29	
Outreach activities	39	39	1	1	0	0	40	27
Notarized documents	14	4	8	2	3	1	25	6
Meeting Room Use (no. of group)	49	16	43	14	32	11	124	41
Study room use	36	3	55	5	35	3	126	11
Proctoring	1	1	3	2	0	0	4	2
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							1812	
IN-HOUSE USE ITEMS	33		616		99		748	
SELF-CHECKOUT USE	235		1014		233		1482	
INTERLIBRARY LOANS								
Requests made for:	1	0	19	5	44	11	64	16
Items rec'd for:	0	0	8	4	48	24	56	28
Items requested by other libraries	10		15		6		31	
Items supplied to other libraries	10	5	15	8	6	3	31	16

REGISTRATIONS

Total Borrowers	7673	11446	4881	24000
Non-resident, paying	0	0	0	0
PLAC card users	1	0	0	1
Reciprocal borrowers	303	490	134	927
Number of New Patrons Added	49	49	32	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	1	6	1	6	1	6	3	18
Children's Programs (0-13)	9	54	19	114	11	66	39	234
Number attending	165		156		463		784	
YA Programs (14-17)	0	0	1	6	1	6	2	12
Number attending	1		10		7		18	
Adult Programs	4	24	5	30	1	6	10	60
Number attending	134		66		148		348	
Senior Citizen Programs	7	42	4	24	2	12	13	78
Number attending	43		47		17		107	
Total Number of Programs	21	126	30	180	16	96	67	402
Total Persons Attending	343		279		635		1257	
Total Attending Same Month Last Yr.	170		327		590		1087	
Total Staff Hours Spent		288		344		228	860	847
Total Number of In-House Program	17		29		10		56	
Total Attendance	302		257		183		742	
Total Number of Outreach Program	4		1		6		11	
Total Attendance	41		22		452		515	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5340	74.9%	6325	69.5%	3380	68.7%	15045	71.1%
Corporate	3	0.0%	51	0.6%	0	0.0%	54	0.3%
Juvenile 0-11	91	1.3%	313	3.4%	13	0.3%	417	2.0%
Juvenile-AV	677	9.5%	1084	11.9%	689	14.0%	2450	11.6%
Nonresident No Fee	0	0.0%	0	0.0%	1	0.0%	1	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	150	2.1%	223	2.5%	85	1.7%	458	2.2%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	49	0.7%	58	0.6%	4	0.1%	111	0.5%
Reciprocal YA	4	0.1%	13	0.1%	0	0.0%	17	0.1%
Reciprocal YA AV	0	0.0%	17	0.2%	0	0.0%	17	0.1%
School	0	0.0%	18	0.2%	0	0.0%	18	0.1%
School AV	0	0.0%	8	0.1%	0	0.0%	8	0.0%
St. Joseph College	0	0.0%	30	0.3%	0	0.0%	30	0.1%
Staff	537	7.5%	649	7.1%	526	10.7%	1712	8.1%
Walking books	127	1.8%	101	1.1%	24	0.5%	252	1.2%
YA 12-17	8	0.1%	22	0.2%	3	0.1%	33	2.5%
YA-AV	144	2.0%	186	2.0%	197	4.0%	527	2.5%
Total	7130		9098		4922		21150	
 All items borrowed by nonresidents	 203	 2.8%	 367	 4.0%	 90	 1.8%	 660	 3.1%

Director's Report September 2016

Consent Agenda:

You will be approving the minutes of the September Board meeting, bills, and financial reports.

Policies for Review: Four policies are up for review this month and no revisions are recommended. Policies reviewed include: Reference Policy, Computer and Typewriter Use Policy, ADA Policy, and Video Surveillance Policy.

General Business:

Purchasing Property: We purchased property adjacent to DeMotte Public Library in 2015. A home was for sale, and the library purchased it. There are two other homes located next to DeMotte Library. These homes are not for sale at this time, but the library recognizes that it might be advantageous to own these additional properties. You expressed interest in discussing with Ed Dumas how these properties might be acquired. I have asked Ed Dumas to attend our October board meeting for this discussion. I have explained to Ed that we need information about the process and legalities of such an acquisition, especially since the homes are not currently up for sale (as far as I am aware). At this time we do not have a specific timeline in place for property acquisition, but the board would like to learn about the process as we look to the future.

Budget 2017 Adoption: At the October meeting you will need to pass a resolution adopting the 2017 Budget as advertised. As a reminder here is a budget summary: Operating Fund \$2,662,539; Rainy Day Fund \$56,195; Bond & Interest Redemption Fund \$327,469.

Health Insurance Renewal: We have received our health, vision, and life insurance renewal information. We did budget for a 15% increase in health insurance costs for our 2017 budget. The cost for our current health insurance plan has gone up only 2.7%. Rates for vision and life insurance remain the same. We have just received our renewal packet and have not had time to thoroughly review the information we have received as we go to press with your board packet, but it is our expectation that we will recommend that you approve our continuing with our current plans for health, vision, and life insurance at our October meeting so that we have time to enroll employees by the registration deadline, November 1. I will affirm this recommendation at our Monday meeting. Additionally, our dental insurance has a later renewal date, January 1, so we will not have those figures until early November. We will bring recommendations regarding dental insurance to you at our November board meeting.

Advanced Tax Draw Resolution: In past years we have requested an Advance Tax Draw from the County Auditor when tax collection time draws near. This is to ensure we receive tax revenue at the earliest possible moment, which we prefer. Each request is valid for 30 days. We recommend that the Board pass an Advanced Tax Draw Resolution. A Board motion is required.

Board By-Law Revision: Last month it was moved and seconded to revise the Board By-Laws. Please see R 12 in your September packet. I recommended adding sons- and daughters-in-law in the nepotism section of the Board By-Laws to coincide with the language in our Personnel Policy. We added sons- and daughters-in-law to the Personnel Policy in April of this year, so this revision will align the Personnel Policy and Board By-Laws. Voting on this proposed amendment must occur at this month's meeting, the next regular meeting following its proposal.

2017 Slate of Officers: At the November Board meeting the nominating committee will need to present a slate of officers for 2017. The elections will be held at the December Board meeting. The Nominating Committee is comprised of Janet Umlauf (chair), Janelle Harper, and Natalie Waling. Article VI of the Board Bylaws provides information about each office and the role of the nominating committee. Officers can serve in the same position only two consecutive years.

Director's Report

September began with our day-long Staff Development Day; this year we invited the Center for Creative Solutions to train staff on Civility in the Workplace and Conflict Resolution. Trainers Cindy Hedge and Keri Marrs Barron came highly recommended and delivered. I have heard staff comment that it was the best Staff Development Day they have attended. LEUs were earned, and the libraries were closed to the public as approved by the Board. Staff is very appreciative of this Board approved time for continuing education.

September was Library Card Sign-Up Month. The Marketing Committee promoted the value of a library card and enticed new patron sign-ups with prize giveaways. Library staff made presentations in and outside the library to promote card sign-up. In September we issued 130 new cards.

Rayann and I attended the 2016 ILF Legislative Fall Forum on October 5 which is always an informative day. Topics addressed included: legislative and administrative processes, understanding DLGF's relationship with libraries, the state budget process, advocacy, and the 2017 ILF Policy Agenda. It was one of the best Fall Forums I have ever attended!

We continue to work with SRCS (Statewide Remote Circulation System). Our journey has been beyond challenging. Aggravating and frustrating would be more accurate. We are working hard to make it work, but unfortunately, the technical aspects of the system are not working well at this time so we are gathering a backlog of requests that aren't filled and there are dozens of errors. Last week I arranged a conference call with us providing information to the State Library who will be working to solve the current issues but until fixes are in place we have suspended the use of the SRCS system for our patrons' ILL requests. Items that are already in the SRCS system will continue to be worked and received so we will be receiving those SRCS items for a while. For now we have returned to the paper requests for ILLs until further notice. Happily we are still loaning items in SRCS to other libraries, so we will continue to pull holds for them.

In addition to tile floor repairs at DeMotte Library we are repairing brick pavers at Wheatfield Library and concrete sidewalks at Rensselaer Library.

System Administrator News

Sheila viewed various webinars in October: Managing Compassion Fatigue and Burnout in the Library: Part 1, LS2Staff training with TLC, Managing Compassion Fatigue and Burnout in the Library Pt. 2; Tech Training for Non-profits and Libraries; When Push Comes to Shove: Emotional Intelligence and Bullying Behavior, and Writing a Social Media Policy. She also attended an all day Digital Preservation Workshop at the State Library and hosted an Automation Counterparts Meeting.

She replaced various pcs and began to put together new pc configuration requests for vendors. She is also collaborating with me on a Library Promotion procedure, guidelines for staff about library promotion on social media.

Technical Services News

Becky reports, "I attended the LS2Staff training given by Sarah Simmons on Sept. 14th. It was quite comprehensive, and helpful. We were able to ask questions, and express our concerns to her. She had a short half hour session with me a few days afterward to go over the Administrator part with me. I have forwarded the link to my staff so that they can watch it for those few times when we work out front."

She continues, "The following day, I attended the SRCS Town Hall. We were able to submit questions to Steve Schmidt from the state library. There are still many bugs to work out with both AutoGraphics and TLC, which makes it difficult to know how best to run this new service."

DeMotte Library News

Debbie reports, "A young man (around 20 years old?) approached the front circ desk and stated, "This is a safe, great, friendly place. I really like being here. You do need

more parking, but other than that this library is GREAT!" One of our regular patrons, Henry (a senior citizen) was on a computer nearby. When he heard the gentleman paying us a compliment, he added, "And I totally agree – the staff is friendly and full of joy so it is a pleasure for me to stop here often". And the DeMotte staff had a great day enjoying the compliments."

Debbie continues, "Karla delivered Toddler Time twice on Wednesdays throughout September. After thinking there would be empty spaces during this session of Toddler Time, Karla was thrilled to have every space filled in both our morning session and afternoon sessions. Karla shared – "On September 7, the theme was Silly Songs. I read I Ain't Gonna Paint No More and On Top of Spaghetti. For their craft I merged the two books together and we painted with spaghetti. On September 14, a parent arrived and began talking with another parent and said she wasn't able to make it last week. That parent then responded with - you missed it - they painted with spaghetti! The laughter from both of the parents was so rewarding. In another instance that same day, one child came up to me and pointed to the books and said 'no spaghetti book?' I then said, 'Oh you remember that book – that makes me happy'. His grandma said 'Yes, we have been singing the spaghetti song all week'. That was a beautiful day; I was over the moon and felt so gratified!

Rensselaer Library News

Early in September Linda and our maintenance man, Dan, went to West Lafayette Library to pick up dismantled shelving that was being discarded at the West Lafayette Library. The color is off (tan versus our grey), so we are swapping out shelving from our Magazine Storage and Book Sale room as time allows. This is a huge money saver for JCPL as additional shelving was on our needs list. West Lafayette no longer needed this equipment so we helped them by taking it away. Debbie needed shelving for the DeMotte Library, too, so she accompanied Linda and Dan.

Linda reports, "Mel represented the library at Ladies Literary group this month. A lot of work was done for the October 4 Fall Festival. Nancy had her last Treasure Keepers visit; they have now closed. She will be replacing that with the Youth Center's Preschool each month. Nancy and Mel helped the new Middle School Life Skills class with the library and Overdrive/Databases on two separate visits."

Janice reports, "We are getting back into the September routine of Story Times and St. A. student visits. Yu-Gi-Oh club has resumed meeting on Saturdays. Head Start came to visit. We are looking forward to a busy October with fall themed activities in mind and lots of great stories to read."

Wheatfield Library News

Evie reports, "Thanks to Jason, our front entryway looks much better – while we were closed for Staff Development, he pressure washed the entryway cement and rubber mats, taking off years of ground-in dirt. Jason also repaired and did some

maintenance work (cleaned, lubricated, and adjusted) the collapsible wall in the meeting rooms. Outside, he trimmed low hanging tree branches, trimmed bushes, marked some soon-to-be relocated bushes, and sprayed all yellow twig dogwood shrubs with insecticide. He is working on trying to fix one small area of the sprinkler system – he dug up the dirt, pulled the shattered pipe, and is replacing with another. Oh, and lots of light bulbs were replaced!”

She continues, “Nikki and Rachael have been busy starting up fall programming again. They started two 6-week rounds of Story Time, book talks/discussions, and the After School Program. During the Story Time sessions, Carolynn is offering Pop-Up Programs for the parents; these programs include a coloring day, book/DVD/CD swap, learning about Pinterest, learning about Overdrive, a coffee day, and book discussion. Those participating seem to be enjoying the programs! Rachael and Carolynn also offered a Johnny Appleseed program for families. One of my goals is to see more family programming taking place, so this was a great first effort. And the 1st graders from Wheatfield Elementary came to visit one day and learned all about the library!”

Please contact me if you are unable to attend the October Board meeting or if you have any questions about materials in your packet.-Patty

JCPL FINANCIAL STATEMENT

September 30, 2016

	<u>Beginning 2016 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$621,832.00	\$184,157.36	\$1,699,654.92	\$90,253.29	\$1,529,785.99	\$451,963.07
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$11,733.55	\$598.19	\$8,543.61	\$1,557.82	\$9,467.57	\$12,657.51
DeMotte	\$3,280.63	\$458.40	\$2,449.65	\$0.00	\$3,179.53	\$4,010.51
Rensselaer	\$5,790.86	\$122.77	\$3,937.21	\$1,028.66	\$4,190.49	\$6,044.14
Wheatfield	\$2,662.06	\$17.02	\$2,156.75	\$529.16	\$2,097.55	\$2,602.86
Library Improvement Reserve Fund	\$174,701.97	\$0.00	\$28,495.58	\$12.03	\$111.28	\$146,317.67
Bond & Interest Redemption Fund	\$172,158.96	\$0.00	\$333,186.25	\$0.00	\$165,599.54	\$4,572.25
Rainy Day Fund	\$311,013.21	\$0.00	\$0.00	\$1,290,654.30	\$2,310,689.46	\$2,621,702.67
Includes Investments of: \$275,000.00						
State Technology Fund Grant Fund	\$7,264.32	\$0.00	\$7,264.32	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$1,278,989.78	\$1,288,373.51	\$1,288,373.51	\$9,347.63	\$9,383.73	\$0.00
Includes Investments of: \$1,225,000.00						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$98.60	\$0.00	\$98.60	\$0.00	\$26,792.00	\$26,792.00
Sales Tax	\$173.69	\$0.00	\$157.31	\$7.74	\$153.22	\$169.60
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$0.00	\$43.35	\$43.35	\$43.35
Insurance Settlement Fund	\$12,908.92	\$0.00	\$0.00	\$0.00	\$0.00	\$12,908.92
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$8,003.92	\$74,363.62	\$8,003.92	\$74,363.62	\$0.00
FICA Tax Collected	\$0.00	\$7,411.47	\$67,921.64	\$7,411.47	\$67,921.64	\$0.00
State Tax Collected	\$3,565.69	\$3,304.84	\$32,049.23	\$3,446.68	\$31,930.17	\$3,446.63
County Tax Collected	\$2,786.38	\$2,454.03	\$24,152.71	\$2,615.00	\$23,981.38	\$2,615.05
Deferred Comp.	\$0.00	\$1,990.00	\$18,070.00	\$2,010.00	\$18,070.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,375.76	\$32,434.99	\$3,306.30	\$32,509.17	\$74.18
Employee Life Insur.	\$0.00	\$181.35	\$1,647.91	\$145.88	\$1,648.30	\$0.39
Employee INPRS	\$0.00	\$3,066.31	\$27,425.56	\$3,066.31	\$27,425.56	\$0.00
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,597,497.07	\$1,502,916.74	\$3,643,839.76	\$1,421,881.72	\$4,329,875.98	\$3,283,533.29

Bank Balances**Jasper County Public Library****Report as of: 9/30/16**

Bank		
1	Alliance Bank	\$3,283,263.29
2	Demotte State Bank	\$0.00
3	CD#002-0668943762 Fifth Third Bank	\$0.00
4	PNC Bank	\$0.00
5	Cash On Hand	\$270.00
7	CD#002-0668943754 Fifth Third Bank	\$0.00
8	CD#002-0668943770 Fifth Third Bank	\$0.00
Total all banks =		\$3,283,533.29

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 100OPERATING FUND

Jasper County Public Library

Report Date: From 9/1/16 To 9/30/16

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$67,558.00	\$0.00	\$67,558.00	\$5,629.86	\$50,586.41	\$16,971.59	74.9
1.12 SALARY OF ASSISTANTS	\$1,091,370.00	\$0.00	\$1,091,370.00	\$87,849.19	\$803,958.55	\$287,411.45	73.7
1.13 WAGES OF JANITORS	\$88,012.00	\$0.00	\$88,012.00	\$6,357.14	\$60,867.15	\$27,144.85	69.2
1.21 EMPLOYER'S SHARE-FICA	\$95,391.00	\$0.00	\$95,391.00	\$7,411.47	\$67,921.64	\$27,469.36	71.2
1.22 UNEMPLOYMENT COMPENSATION	\$3,517.00	\$0.00	\$3,517.00	\$0.00	\$5,795.36	(\$2,278.36)	164.8
1.23 EMPLOYER'S CONTRIB.- PERF	\$109,799.00	\$0.00	\$109,799.00	\$8,948.57	\$81,645.41	\$28,153.59	74.4
1.24 EMPLOYER'S CONTRIB.- INS.	\$149,936.00	\$0.00	\$149,936.00	\$9,943.77	\$94,433.32	\$55,502.68	63.0
Subtotal	\$1,605,583.00		\$1,605,583.00	\$126,140.00	\$1,165,207.84	\$440,375.16	72.6
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
2.12 STATIONERY AND PRINTING	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,500.00	\$0.00	\$8,500.00	\$616.07	\$5,490.83	\$3,009.17	64.6
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$884.84	\$4,215.72	\$1,784.28	70.3
2.23 OTHER OPERATING SUPPLIES	\$7,000.00	\$0.00	\$7,000.00	\$347.47	\$3,594.72	\$3,405.28	51.4
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$17.47	\$251.78	\$748.22	25.2
2.32 PAINT AND PAINTING SUPPLIES	\$400.00	\$0.00	\$400.00	\$73.65	\$260.28	\$139.72	65.1
2.33 REPAIR PARTS	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$161.57	\$1,338.43	10.8
2.41 LIBRARY SUPPLIES	\$15,350.00	\$0.00	\$15,350.00	\$1,817.62	\$8,680.01	\$6,669.99	56.5
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$32.88	\$17.12	65.8
Subtotal	\$40,900.00		\$40,900.00	\$3,757.12	\$22,687.79	\$18,212.21	55.5
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$285.00	\$1,885.75	\$4,114.25	31.4
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$1,416.32	\$5,584.83	\$4,415.17	55.8

F3A

F3b

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Spent</i>
3.145 DATABASES & LICENSING SERVICES	\$21,552.00	\$0.00	\$21,552.00	\$0.00	\$22,755.02	(\$1,203.02)	105.6
3.146 E-BOOKS SERVICES	\$18,500.00	\$0.00	\$18,500.00	\$0.00	\$18,500.00	\$0.00	100.0
3.21 TELEPHONE	\$3,800.00	\$0.00	\$3,800.00	\$928.93	\$3,811.70	(\$11.70)	100.3
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$1,753.32	\$1,246.68	58.4
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$2,104.06	\$12,836.47	\$7,163.53	64.2
3.24 PROFESSIONAL MEETINGS	\$10,768.00	\$0.00	\$10,768.00	\$551.23	\$5,548.28	\$5,219.72	51.5
3.25 FREIGHT	\$2,000.00	\$0.00	\$2,000.00	\$159.64	\$992.09	\$1,007.91	49.6
3.26 NETWORKING	\$64,860.00	\$0.00	\$64,860.00	\$1,621.50	\$3,545.68	\$61,314.32	5.5
3.31 ADVERTISING & PUBLIC NOTICES	\$600.00	\$0.00	\$600.00	\$0.00	\$173.90	\$426.10	29.0
3.33 MARKETING ADVERTISING	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$1,800.00	\$0.00	100.0
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$50.00	\$362.00	(\$112.00)	144.8
3.42 OTHER INSURANCE	\$31,000.00	\$0.00	\$31,000.00	\$0.00	\$16,333.00	\$14,667.00	52.7
3.51 GAS	\$45,000.00	\$0.00	\$45,000.00	\$738.53	\$9,993.03	\$35,006.97	22.2
3.52 ELECTRICITY	\$100,000.00	\$0.00	\$100,000.00	\$9,378.66	\$67,971.10	\$32,028.90	68.0
3.53 WATER	\$4,000.00	\$0.00	\$4,000.00	\$232.25	\$2,634.60	\$1,365.40	65.9
3.54 WASTE DISPOSAL SERVICES	\$6,500.00	\$0.00	\$6,500.00	\$569.29	\$5,295.50	\$1,204.50	81.5
3.61 BUILDING & STRUCTURES	\$66,922.00	\$0.00	\$66,922.00	\$6,228.75	\$41,917.82	\$25,004.18	62.6
3.62 EQUIPMENT REPAIRS	\$3,000.00	\$0.00	\$3,000.00	\$1,010.00	\$2,096.40	\$903.60	69.9
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$11.95	\$244.55	\$55.45	81.5
3.91 DUES	\$1,900.00	\$0.00	\$1,900.00	\$36.00	\$550.00	\$1,350.00	28.9
3.93 TAXES & ASSESSMENTS	\$250.00	\$0.00	\$250.00	\$0.00	\$904.08	(\$654.08)	361.6
3.94 TRANSFER TO LIRF	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$95.20	\$4.80	95.2
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$117,119.00	\$0.00	\$117,119.00	\$3,739.14	\$86,927.93	\$30,191.07	74.2
Subtotal	\$639,341.00		\$639,341.00	\$29,061.25	\$314,512.25	\$324,828.75	49.2
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$50,714.00	\$0.00	\$50,714.00	\$3,434.26	\$5,786.47	\$44,927.53	11.4
4.5 OTHER CAPITAL OUTLAYS	\$0.00	\$0.00	\$0.00	\$0.00	\$107.50	(\$107.50)	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Spent</i>
4.51 BOOKS	\$160,000.00	\$0.00	\$160,000.00	\$14,847.80	\$102,132.36	\$57,867.64	63.8
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$935.00	\$14,086.36	\$10,913.64	56.3
4.53 NONPRINTED MATERIALS	\$58,000.00	\$0.00	\$58,000.00	\$5,938.58	\$27,001.08	\$30,998.92	46.6
Subtotal	\$293,714.00		\$293,714.00	\$25,155.64	\$149,113.77	\$144,600.23	50.8
Grand Total	\$2,579,538.00	\$0.00	\$2,579,538.00	\$184,114.01	\$1,651,521.65	\$928,016.35	64.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Voucher List

Jasper County Public Library

Report Date: From 9/1/16 To 9/30/16

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	642	PAYROLL	9/9/16	PAYROLL	\$52,453.57
0	643	BILL HROMADA	9/9/16	Courier Mileage 8/29/16 - 8/31/16 (Conf. #430)	\$100.44
0	644	CHRISTINA SANDERS	9/9/16	Courier Mileage 8/16/16-8/26/16 (Conf. #428)	\$301.32
0	645	GREAT-WEST RETIREMENT S	9/9/16	Annuity Contributions withheld 9/9/16 Payroll (Conf. #432)	\$995.00
0	646	INDIANA DEPARTMENT OF RE	9/9/16	State & County Taxes withheld August 2016 Payrolls (Ref. #73237)	\$5,758.87
0	647	INPRS fbo PERF	9/9/16	INPRS Contributions 9/9/16 Payroll	\$6,338.19
0	648	IRS USA TAXPAYMENT	9/9/16	Federal Withholding, Medicare, & FICA withheld 9/9/16 Payroll & Ins. (Acknowledgement #55899651)	\$12,178.01
0	649	TOWN OF DEMOTTE	9/9/16	DeM: Water & Sewer Service- August 2016 (Conf. #429)	\$167.64
0	650	TOWN OF WHEATFIELD	9/9/16	Wh: Sewer Service- September 2016 (Conf# 431)	\$56.65
34889	651	AARON'S LAWN CARE	9/12/16	Mowing and edging	\$1,310.00
34890	652	ACE HARDWARE	9/12/16	Hedge clippers, anchors, concrete, crack filler, paint, hex key set, light switch, wire connector, electrical tape	\$120.08
0	653	ALLIANCE BANK	9/12/16	Direct Deposit Fees - August 2016	\$36.10
34891	654	AMERICAN LIBRARY ASSOCIA	9/12/16	Peanuts Library Card posters, bookmarks, and stickers	\$194.06
34892	655	ANTHEM BLUE CROSS BLUE	9/12/16	Health Ins. Premiums- September 2016	\$11,934.72
34893	656	ANTHEM LIFE	9/12/16	Life Ins. Premiums- September 2016, P. Eenigenburg August premium	\$101.88
34894	657	AUDIOCRAFT PUBLISHING, IN	9/12/16	Book	\$8.53
34895	658	BAKER & TAYLOR ENTERTAIN	9/12/16	DVDs	\$448.90
34896	659	BETTER CONTAINERS MFG. C	9/12/16	Love My Library bags	\$130.85
34897	660	BLUETARP FINANCIAL, INC	9/12/16	Sealer, plumbing supplies, geocache supplies	\$43.94
34898	661	BOOKPAGE	9/12/16	Magazine (10/2016-09/2017)	\$480.00
34899	662	CENTURION TECHNOLOGIES	9/12/16	Smart Shield licenses & annual maintenance	\$197.20
34900	663	CULLIGAN WATER CONDITIO	9/12/16	Wh: Water Cooler Rental-September 2016	\$11.95
34901	664	DEBORAH KRISTOFF	9/12/16	Mileage 8/12-9/2/16: Distribute Digital Access Cards, Reference Counterparts meeting, deliver B2B book kits, pickup shelving	\$113.40
34902	665	DEERWOOD GROUP LLC	9/12/16	Rens: Replaced countertops and side splashes in Men's and Women's public restrooms	\$1,275.00
34903	666	DELTA DENTAL	9/12/16	Dental Ins. Premiums- September 2016	\$522.18
34904	667	DEMCO	9/12/16	Crystal clear tape, classification labels, fastape, headphones, bookmarks, 1000 Books before Kindergarten stickers, book pockets, shelving	\$2,375.61
34905	668	DEMOTTE CHRISTIAN SCHOO	9/12/16	2015-2016 DMC Yearbook	\$25.00
34906	669	DONNA BARKO	9/12/16	Mileage 7/6-8/22/16: Bank deposits, Post Office, transport, new employee orientations	\$114.97
34907	670	ENA SERVICES LLC	9/12/16	Internet Service- August 2016	\$1,621.50
34908	671	EVELYN BRISTOL	9/12/16	Branch Counterparts expenses, meeting room supplies; Mileage 5/12-8/3/16: Management meetings, Walking Books, transport	\$140.50
34909	672	FASE-KALUF TV & APPLIANCE	9/12/16	4-port surface mount box	\$5.99
34910	673	GOODWIN FIRE EQUIPMENT, I	9/12/16	DeM & Rens: replace halon fire extinguisher	\$1,010.00
34911	674	HAMSTRA BUILDERS, INC.	9/12/16	Dig up and cap city sewer line at DeMotte property	\$1,468.75
34912	675	INDIANA LIBRARY FEDERATIO	9/12/16	2016 Legislative Fall Forum registrations- P. Stringfellow, R. Gilmore	\$90.00
34913	676	INDIANA WASTE SERVICE	9/12/16	DeM: Trash pick-up September 2016	\$89.70
34914	677	JEFF MANES	9/12/16	Books	\$200.00
34915	678	KARLA HAUSENFLECK	9/12/16	DeMotte Library 50th Anniversary expenses	\$20.98
34916	679	KIM DELGER	9/12/16	Circulation Counterparts expenses; Mileage 8/12-8/23/16: Circulation Counterparts meeting, AV Shopping	\$81.02

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
34917	680	LIBERTY MUTUAL INSURANC	9/12/16	Notary Bond- M. Smith	\$50.00
34918	681	LINDA POORTENGA	9/12/16	Branch Counterparts expenses; Mileage 8/17-8/26/16: Branch Counterparts meeting, deliver B2B book kits	\$177.86
34919	682	THE LOCK DOCTOR	9/12/16	Rens: 5 keys for exterior doors	\$17.50
34920	683	MELISSA J. WIDNER	9/12/16	Mileage 6/15/16: Makerspace Counterparts meeting	\$64.69
34921	684	NANCY PHILLIPS	9/12/16	Books; Mileage 8/21-8/22/16: CYPD Conference	\$136.86
34922	685	NANETTE SPEACHT	9/12/16	Circulation Counterparts expenses	\$9.19
34923	686	NIMBO IP LLC	9/12/16	DeM: Made programming changes to extensions 106 & 115	\$110.00
34924	687	NIPSCO	9/12/16	Gas & electric service	\$5,573.92
34925	688	NITCO	9/12/16	DeM: Local Phone & Fax Service September 2016	\$160.53
34926	689	OSBY WATER CONDITIONING	9/12/16	Wh. Water softener chemicals	\$171.00
34927	690	PATTY STRINGFELLOW	9/12/16	Mileage 8/6-8/31/16: DeMotte Back to School Fair, Branch Visits, MCLS Community Conversation meeting	\$124.20
34928	691	PRECISION CONTROL SYSTE	9/12/16	Rens: Noise from upstairs, traced to hydraulic actuator above ceiling, unwired & installed new one; A/C not working, chiller comfort link system in alarm, reset; Water pouring out of AHU & all over floor, shut down unit, found chunk of rust blocking condensate drain, cleaned rust out of unit, flushed drain line & restarted unit; DeM: Study room warm, rebooted controls, changed set point, found water valve leaking, tightened valve	\$2,519.00
34929	692	QUILL CORPORATION	9/12/16	Hand sanitizer, clorox wipes, hand soap, m-folds, lysol spray, hole reinforcements, file folder labels, air freshener, sponges, swiffer duster, name badges, sticky notes, double-sided tape, clasp envelopes, toner, name tags	\$581.18
34930	693	RACHAEL CAVINDER	9/12/16	Mileage 8/11-8/22/16: Management meeting, CYPD Conference	\$38.88
34931	694	RAYANN GILMORE	9/12/16	Mileage 7/11-8/16/16: Transport, pickup supplies, bank deposits, Post Office, Milroy Exhibit Field Trip	\$252.29
34932	695	REBECCA AMALONG	9/12/16	Mileage 5/26-8/16/16: SRCS Training, Milroy Exhibit Field Trip	\$162.54
34933	696	RELIABLE EXTERMINATORS, I	9/12/16	DeM: Interior & exterior treatment	\$280.00
34934	697	RENSSELAER CENTRAL HIGH	9/12/16	Chaos Yearbook 2015-2016	\$45.00
34935	698	RENSSELAER ROTARY CLUB	9/12/16	July & August 2016 dues & meals	\$116.00
34936	699	REPUBLIC SERVICES #715	9/12/16	Wh: Trash Service-September 2016	\$82.15
34937	700	ROEING CORPORATION	9/12/16	Meraki MR Enterprise Cloud Controller License, 3 years	\$2,520.00
34938	701	SCHOLASTIC LIBRARY	9/12/16	Continuations	\$156.00
34939	702	SHOWCASES	9/12/16	Double DVD cases	\$386.10
34940	703	SVT, LLC	9/12/16	Management Meeting expenses	\$28.07
34941	704	ULINE	9/12/16	DVD cases, filament tape, laser labels	\$411.28
34942	705	UNIQUE MANAGEMENT SERVI	9/12/16	Collections: Initial/Secondary Placements- August 2016	\$143.20
34943	706	VISION SERVICE PLAN	9/12/16	Vision Ins. Premiums-September 2016	\$214.74
34944	707	WALL STREET JOURNAL	9/12/16	Rens: Newspaper subscription Acct# 010560578589	\$455.00
34945	708	WAL-MART COMMUNITY/RFC	9/12/16	Anime Club expenses, cleaning supplies, paint, exchanged Smr Rdg prize, Positivity expenses, children's supplies, memory card	\$94.31
34946	709	WAYFAIR SUPPLY	9/12/16	Desk, mobile pedestal	\$795.90
34947	710	ABLE PAPER & JANITORIAL S	9/12/16	Janitorial cart	\$195.82
34948	711	BAKER & TAYLOR	9/12/16	Books, Continuations, AV, Auto. Yours	\$16,136.43
34949	712	BUSINESS CARD	9/12/16	Background check, CYPD Conference expenses, Notary application fee, lightbulbs, push/pull door handles, domain renewal, DVDs, Touch of Dutch parade expenses, books, Milroy Exhibit Fieldtrip expenses, DeMotte Library 50th Anniversary expenses, AV Shopping expenses, CDs, Staff Development Day expenses, B2B expenses, Reference Counterparts expenses	\$4,783.34

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
34950	713	CARDINAL OFFICE PRODUCT	9/12/16	DeM: Quarterly maintenance agreement on work room copier 4/21-7/21/16	\$761.94
34951	714	CENTER FOR CREATIVE SOL	9/12/16	Staff Development Day presenter	\$1,400.00
34952	715	CENTURYLINK	9/12/16	Rens: Local phone & fax service September 2016	\$585.39
34953	716	DUMAS & MAHNESMITH P.C.	9/12/16	Legal assistance on policy matters	\$285.00
34954	717	HP Products	9/12/16	Paper towel rolls, toilet paper, trash bags, stainless steel cleaner, enmotion paper towels	\$505.84
34955	718	OFFICE DEPOT	9/12/16	Contact paper, backrest, 1-hole punch, wristrest, labels, color copy paper, permanent markers, paper clips, tape, copy paper	\$424.79
34956	719	TRUGREEN PROCESSING CE	9/12/16	Wh: Lawn fertilization	\$91.00
34957	720	YVONNE DEL VECCHIO	9/12/16	Mileage 7/6-8/31/16: Walking Books, Book Clubs, deliver newsletters	\$49.95
0	721	JASPER COUNTY PUBLIC LIB	9/8/16	CD# 002-0668943762 Matured	\$500,000.00
0	722	JASPER COUNTY PUBLIC LIB	9/8/16	CD# 002-0668943770 Matured	\$725,000.00
0	723	JASPER COUNTY PUBLIC LIB	9/8/16	CD# 002-0668943754 Matured	\$275,000.00
0	724	JASPER COUNTY PUBLIC LIB	9/12/16	Funds transferred from Capital Projects Fund into Rainy Day Fund per Board Resolution 9/12/16	\$1,288,373.51
0	725	PAYROLL	9/23/16	PAYROLL	\$47,382.62
0	726	JASPER COUNTY PUBLIC LIB	9/21/16	Insurance Rebate Transfer A/R#132	\$43.35
0	728	AFLAC	9/21/16	Supplemental Insurance September 2016 (Conf. #438)	\$727.36
0	729	BILL HROMADA	9/21/16	Courier Mileage 9/1, 9/2, 9/7, 9/8, 9/12 - 9/15 (Conf. #433)	\$267.84
0	730	CENTURYLINK	9/21/16	WH: Local Phone Service September 2016 (Conf. # 436)	\$131.35
0	731	CENTURYLINK	9/21/16	WH: Fax Service September 2016 (Conf. # 435)	\$51.66
0	732	CHRISTINA SANDERS	9/21/16	Courier Mileage 9/6/16 (Conf. #434)	\$33.48
0	733	CITY OF RENSSELAER	9/21/16	RENS: Utilities 8/9 - 9/9/16 (Conf. #437)	\$4,948.67
0	734	GREAT-WEST RETIREMENT S	9/21/16	Annuity Contributions withheld 9/23/16 Payroll (Conf. #439)	\$995.00
0	735	INPRS fbo PERF	9/21/16	INPRS Contributions 9/23/16 Payroll	\$5,676.69
0	736	IRS USA TAXPAYMENT	9/21/16	Federal Withholding, Medicare, & FICA withheld 9/23/16 Payroll & Ins. (Acknowledgement #85527939)	\$10,648.85
0	738	SPARKPAY	9/30/16	Merchant Processing Fees- September 2016	\$16.97

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
Total Amount of Claims					\$3,002,916.74

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, October 06, 2016

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 4 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$3,002,916.74

Date this 10th day of October, 2016.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown
September 30, 2016

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			\$2,641.82	\$23,007.78
DeMotte	\$801.80	\$7,126.90		
Rensselaer	\$1,260.22	\$9,858.84		
Wheatfield	\$579.80	\$6,022.04		
PHOTOCOPIES:			\$748.80	\$7,876.25
DeMotte	\$285.40	\$3,055.64		
Rensselaer	\$341.30	\$2,982.05		
Wheatfield	\$122.10	\$1,838.56		
INTEREST (Checking, Repurchase, CDs):.....			\$46.33	\$721.28
TAXES:			\$85,559.66	\$1,464,179.11
Property Tax	\$0.00	\$636,874.31		
LOIT	\$17,903.58	\$161,132.22		
License Excise Tax	\$0.00	\$49,795.57		
Financial Institution Tax	\$0.00	\$1,169.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$6,303.29		
Local Option/Certified Shares	\$55,240.08	\$497,160.72		
Local Option/Property Tax Repl.	\$12,416.00	\$111,744.00		
TAXABLE SALES:-.....			\$10.57	\$68.24
REFUNDS:			\$1,246.11	\$33,933.33
Rebates/Refund	\$1,067.65	\$1,117.65		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$100.00	\$1,850.00		
Reimbursement	\$78.46	\$1,529.16		
Fixed Asset Sales	\$0.00	\$0.00		
Miscellaneous Receipts	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$29,436.52		
TOTAL OPERATING FUND RECEIPTS.....			\$90,253.29	\$1,529,785.99
PLAC FUND:.....			\$0.00	\$0.00
GIFT FUNDS:			\$1,557.82	\$9,467.57
DeMotte	\$0.00	\$3,179.53		
Rensselaer	\$1,028.66	\$4,190.49		
Wheatfield	\$529.16	\$2,097.55		
LIB. IMPROV. RESERVE FUND:			\$12.03	\$111.28
Interest Earned	\$12.03	\$111.28		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$165,599.54
Property Tax	\$0.00	\$153,521.47		
License Excise Tax	\$0.00	\$10,133.27		
Financial Institution Tax	\$0.00	\$662.09		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,282.71		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:			\$1,290,654.30	\$2,310,689.46
Special CAGIT Distribution	\$0.00	\$0.00		
Special LOIT Distribution	\$0.00	\$1,019,939.69		
Interest Earned	\$2,280.79	\$2,376.26		
Interfund Transfer	\$1,288,373.51	\$1,288,373.51		
STATE TECHNOLOGY FUND GRANT FUND:-.....			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$9,347.63	\$9,383.73
Interest Earned	\$9,347.63	\$9,383.73		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:-----			\$0.00	\$0.00
LEVY EXCESS FUND:-----			\$0.00	\$26,792.00
SALES TAX:-----			\$7.74	\$153.22
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$43.35	\$43.35
Interfund Transfer	\$43.35	\$43.35		
INSURANCE SETTLEMENT FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$1,391,876.16	\$4,052,026.14

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WITHHOLDING ACCOUNT FUNDS:

			\$30,005.56	\$277,849.84
FIT Tax Collected	\$8,003.92	\$74,363.62		
FICA Collected	\$7,411.47	\$67,921.64		
State Tax Collected	\$3,446.68	\$31,930.17		
County Tax Collected	\$2,615.00	\$23,981.39		
Deferred Comp Plan	\$2,010.00	\$18,070.00		
Pre-tax Insurance Plans	\$3,306.30	\$32,509.17		
Life Insurance	\$145.88	\$1,648.30		
INPRS	\$3,066.31	\$27,425.56		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$1,421,881.72	\$4,329,875.98

Voucher List

Jasper County Public Library

Report Date: From 10/1/16 To 10/10/16

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	727	PAYROLL	10/10/16	PAYROLL	\$43.35
0	737	Isabelle Molenaar	10/4/16	Wages from 9/23/16 payroll (She had closed her bank account and did not inform JCPL so Direct Deposit did not go thru necessitating a replacement payment)	\$78.46
0	739	PAYROLL	10/7/16	PAYROLL	\$47,150.33
0	740	BILL HROMADA	10/7/16	Courier Mileage 9/16/16 - 9/30/16 (Conf. #443)	\$368.28
0	741	GREAT-WEST RETIREMENT S	10/7/16	Annuity Contributions withheld 10/7/16 Payroll (Conf. #444)	\$995.00
0	742	INDIANA DEPARTMENT OF RE	10/7/16	State & County Taxes withheld September 2016 Payrolls (Ref. #63136)	\$6,061.68
0	743	INPRS fbo PERF	10/7/16	INPRS Contributions 10/7/16 Payroll	\$5,727.66
0	744	IRS USA TAXPAYMENT	10/7/16	Federal Withholding, Medicare, & FICA withheld 10/7/16 Payroll & Ins. (Acknowledgement #65786566)	\$10,571.42
0	745	TOWN OF DEMOTTE	10/7/16	DeM: Water & Sewer Service- September 2016 (Conf. #441)	\$167.64
0	746	TOWN OF WHEATFIELD	10/7/16	Wh: Sewer Service- October 2016 (Conf# 442)	\$56.65
34958	747	AARON'S LAWN CARE	10/10/16	Mowing & edging	\$1,173.00
34959	748	ACE HARDWARE	10/10/16	Screws, keys, degreaser, inspection mirror	\$38.74
34960	749	AFFORDABLE ALTERNATIVES	10/10/16	Labels	\$148.41
34961	750	ANTHEM BLUE CROSS BLUE	10/10/16	Health Ins. Premiums- October 2016	\$11,271.68
34962	751	ANTHEM LIFE	10/10/16	Life Ins. Premiums- October 2016	\$91.08
34963	752	BLR	10/10/16	Indiana Employment Law Letter subscription	\$497.00
34964	753	BLUETARP FINANCIAL, INC	10/10/16	Faucet, spray paint, anchor, drill bit, square bits, lampholders	\$32.12
34965	754	BUSINESS CARD	10/10/16	Staff entrance sign, posters, children's supplies, Management Meeting expenses, white board, bulletin board, MCLS Community Conversation expenses, shelving pickup expenses	\$360.66
34966	755	BUSINESS MANAGEMENT DAI	10/10/16	Payroll Legal Alert & Manager's Legal Bulletin newsletter subscriptions	\$229.08
34967	756	CONSOLIDATED INSURANCE	10/10/16	Semi-annual premium for building insurance	\$8,981.00
34968	757	DELTA DENTAL	10/10/16	Dental Ins. Premiums- October 2016	\$493.17
34969	758	ENA SERVICES LLC	10/10/16	Internet Service- September 2016	\$1,621.50
34970	759	FAEGRE BAKER DANIELS LLP	10/10/16	Legal assistance on personnel matters	\$381.00
34971	760	GRAINGER	10/10/16	Lightbulbs	\$94.48
34972	761	HP Products	10/10/16	Paper towel rolls, m-folds	\$100.03
34973	762	HR SPECIALIST	10/10/16	HR Specialist newsletter subscription	\$97.00
34974	763	INDIANA DEPT. OF WORKFOR	10/10/16	3rd Quarter 2016 Unemployment Compensation Pymt	\$882.46
34975	764	JAMES BULANDA	10/10/16	Program Presenter	\$425.00
34976	765	KIRBY RISK CORPORATION	10/10/16	Lightbulbs, lampholders	\$55.65
34977	766	LINDA POORTENGA	10/10/16	ISL Workshop expenses, B2B expenses; Mileage 9/15-9/23/16: Management Meeting, B2B, Makerspace/Cosplay workshop	\$116.72
34978	767	MARK WILKINS	10/10/16	Program Presenter	\$150.00
34979	768	MIDWEST TAPE	10/10/16	DVDs	\$127.01
34980	769	NANETTE SPEACHT	10/10/16	Mileage 9/9/16: Staff Development Day	\$23.76
34981	770	NITCO	10/10/16	DeM: Local Phone & Fax Service- October 2016	\$159.76
34982	771	PATTY EENIGENBURG	10/10/16	Mileage 9/12/16: Active Shooter Training	\$8.64
34983	772	PEGGY MICHELIN	10/10/16	Mileage 6/30-9/28/16: AV Shopping, supply pickup, Post Office	\$48.60
34984	773	PRECISION CONTROL SYSTE	10/10/16	3rd Quarter Invoice for Routine Maintenance @ Rens & DeM(Contract Jan.1 thru Dec. 31, 2016); DeM: Boilers shut down, replace flame sensors & ignitors	\$2,448.70

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
34985	774	QUILL CORPORATION	10/10/16	Calendar, highlighters, toner cartridges, double-sided tape, CD/DVD file folders, 1-hole punch, paper plates, laminator, laminating pouches, craft sticks, nametag	\$264.50
34986	775	RENSSELAER ROTARY CLUB	10/10/16	May & June 2016 dues & meals	\$126.00
34987	776	REPUBLIC SERVICES #715	10/10/16	Wh: Trash Service-October 2016	\$82.15
34988	777	SGK ENTERPRISES, INC	10/10/16	Program Presenter	\$300.00
34989	778	SHEILA MAXWELL	10/10/16	Positivity Committee expenses	\$10.99
34990	779	SVT, LLC	10/10/16	Reference Counterparts meeting expenses, Staff Development Day expenses, Children's Apple program expenses	\$198.57
34991	780	THE LIBRARY CORPORATION	10/10/16	Library Serials Support Nov 2016-Oct. 2017 Acct# 960058	\$2,606.00
34992	781	THE LIBRARY STORE, INC	10/10/16	Rens: Café table & chairs	\$569.23
34993	782	THE TIMES	10/10/16	DeM: Newspaper subscription Acct# 170-00009893	\$309.12
34994	783	THREE TREE INVESTMENTS L	10/10/16	DeM: Tile project materials	\$6,312.50
34995	784	TRUGREEN PROCESSING CE	10/10/16	Lawn Fertilization	\$160.00
34996	785	ULINE	10/10/16	Floor mat, trash cans	\$326.81
34997	786	VISION SERVICE PLAN	10/10/16	Vision Ins. Premiums-October 2016	\$202.81
34998	787	WAL-MART COMMUNITY/RFC	10/10/16	DVDs, CDs, DeMotte 50th Anniversary expenses, Staff Development Day expenses, lightbulbs, Johnny Appleseed program expenses, fish supplies, Reference Counterparts meeting expenses, Movie program expenses, Anime program expenses, Cook the Book program expenses, books, children's supplies, adult programming supplies	\$3,158.85
34999	788	WARSAW COMMUNITY PUBLI	10/10/16	Damaged ILL item	\$40.00
0	789	ALLIANCE BANK	10/10/16	Direct Deposit Fees - September 2016	\$36.80
35000	790	BAKER & TAYLOR	10/10/16	Books, Continuations, AV, Auto. Yours	\$12,526.01
35001	791	BAKER & TAYLOR ENTERTAIN	10/10/16	DVDs	\$1,190.29
35002	792	CAROLYNN DeVRIES	10/10/16	Mileage 10/6/16: Community Outreach	\$18.36
35003	793	CULLIGAN WATER CONDITIO	10/10/16	Wh: Water Cooler Rental-October 2016, 5-gallon drinking water- 6	\$55.65
35004	794	D & S COMPUTER SERVICES	10/10/16	Hosting 4th quarter 2016	\$120.00
35005	795	INDIANA WASTE SERVICE	10/10/16	DeM: Trash pick-up October 2016	\$89.70
35006	796	MAGAZINE SUBSCRIPTION SE	10/10/16	Annual January - May Magazine Subscription Renewals	\$4,631.45
35007	797	NIPSCO	10/10/16	Gas & electric service	\$6,449.34
35008	798	OFFICE DEPOT	10/10/16	Tape, date stamp, pens, rubberbands, finger paint paper	\$51.34
35009	799	OSBY WATER CONDITIONING	10/10/16	Wh: Water softener repair	\$245.00
35010	800	PATTY STRINGFELLOW	10/10/16	Mileage 9/12-10/7/16: Board Meeting, ILF Fall Forum, Directors Meeting	\$162.00
35011	801	PRECISION CONTROL SYSTE	10/10/16	DeM: Flow switch faulty, removed & replaced	\$681.22
35012	802	RENSSELAER LAUNDRY ROO	10/10/16	Laundry	\$20.00
35013	803	TODAY'S BUSINESS Solutio	10/10/16	PrinterON service plan	\$1,485.00
35014	804	UNIQUE MANAGEMENT SERVI	10/10/16	Collections: Initial/Secondary Placements- September 2016	\$232.70
35015	805	USA TODAY	10/10/16	Wh: Newspaper subscription Acct# 4209466	\$285.26

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$144,224.37

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, October 10, 2016

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$144,224.37

Date this 10th day of October, 2016.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Nov

Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, November 14, 2016, 6pm
Rensselaer Public Library

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of October Board Meeting
Bills/Financial Reports
Salary Ordinance Update (R 7)
Policy Review (R 10; R 13)

General Business

Technical Services Librarian & Systems Administrator
Annual Reports (R 35)
Dental Insurance (R 35)
Personnel Policy Revision (R 35)
Resolution to Establish Internal Controls (R 35 – R 36)
2017 Slate of Officers (R 36)
Year-End Board Meeting (R 36)

Information
Action
Action
Action
Information
Information

Director's Report (R 35-R 39)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

October 10, 2016
Rensselaer Library

Present: Jody Melton, Janet Umlauf, Kevin Kaluf, Janelle Harper, Deana George, Patricia Stringfellow, Rayann Gilmore, Ed Dumas

Absent: Natalie Waling, Mark Heinig

Agenda & Consent Agenda Approval: The Consent Agenda and Consent Agenda items including the September Board Meeting Minutes, bills/financial reports, Reference Policy, Computer & Typewriter Policy, ADA Policy, and Video Surveillance Policy reviews were approved as presented on a motion by J. Umlauf, seconded by D. George. Motion passed.

Purchasing Property: We purchased property adjacent to DeMotte Public Library in 2015. A home was for sale, and the library purchased it. There are two other homes located next to DeMotte Library. These homes are not for sale at this time, but the library recognizes that it might be advantageous to own these additional properties. Attorney, Ed Dumas, advised the Board that the first step in the process would be to draft a letter of introduction to the property owners. This letter would tell them who we are and invite them to discuss the library's interest in their property. The Board directed Ed to draft this letter of introduction to be sent to the property owners.

Budget 2017 Adoption: P. Stringfellow reviewed with the board that the 2017 budget has been advertised and a public hearing held with no public objections. The final step is to adopt the budget, sign the required forms, and submit to DLGF. Budget totals are: Operating Fund \$2,662,539; Rainy Day Fund \$56,195; Bond & Interest Redemption Fund \$327,469. The 2017 budget was adopted as advertised with a motion by J. Harper, seconded by K. Kaluf. Motion was unanimously passed.

Health Insurance Renewal: We have received our health, vision, and life insurance renewal information. The cost for our current health insurance plan has increased 2.7%. Rates for vision and life insurance remain the same. We will not have renewal information for our dental insurance until early November. We will bring recommendations regarding dental insurance to the November board meeting. J. Umlauf moved to continue with the current health, vision, and life insurance plans, seconded by D. George. Motion passed.

Advanced Tax Draw Resolution: To receive tax revenue as early as possible an Advanced Tax Draw request must be made to the County Auditor. The request is valid for 30 days. D. George made a motion to request an advanced draw, seconded by J. Harper. Motion passed

Board By-Law Revision: Last month it was moved and seconded to revise the Board By-Laws. It was recommended to add sons- and daughters-in-law in the nepotism section of the Board By-Laws to coincide with the language in our Personnel Policy. We added sons- and daughters-in-law to the Personnel Policy in April of this year, so this revision will align the Personnel Policy and Board By-Laws. Voting on this proposed amendment occurred at this meeting, the next regular meeting following its proposal. Motion passed unanimously.

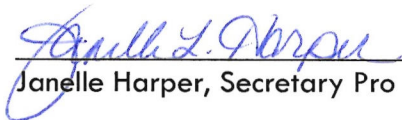
2017 Slate of Officers: The nominating committee, J. Umlauf (chairperson), J. Harper, and N. Waling, will present a slate of officers for 2017 at the November Board Meeting. Board

members can only serve two consecutive years in the same office. Election of officers will be at the December Board Meeting.

Director's Report: The next NILBA Dinner for Northwest Indiana library trustees and directors is scheduled for November 30 at the Lake County Public Library. The event will begin at 6pm and will include a presentation by the State Library on Indiana Library Standards. If any Board Members are interested in attending, RSVP to P. Stringfellow by November 1.

In January we received information from INPRS about a new plan option, ASA Only Plan. P. Stringfellow explained this new option and the Library's current plan to the Board. We do not recommend making any changes to the plan that the Library offers at this time.

Adjournment: With no further matters for discussion J. Umlauf moved to adjourn the meeting at 6:33 PM, seconded by K. Kaluf.


Janelle Harper, Secretary Pro Tem


Attest: Jody Melton, President

CIRCULATION BY HOLDINGS CODE

October 2016

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	27	0	0	27
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJBPF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWNFIC)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	38	4	1	43
Blu-Ray (DBR)	58	4	0	62
Books on CD (DBKCD)	131	6	5	142
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	74	1	0	75
Digital Audiobooks (DDA)	22	2	2	26
DVD (DDVD)	921	26	4	951
Equipment (DEQP)	37	0	0	37
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	3	0	0	3
Fiction (DFIC)	383	24	13	420
Fiction Fantasy (DFICF)	2	1	0	3
Fiction Mystery (DFICM)	52	5	1	58
Fiction New (DFICNEW)	331	18	13	362
Fiction Science Fiction (DFICSF)	10	0	0	10
Fiction Western (DFICW)	4	0	0	4
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	52	3	2	57
Hanging Bags (DHANG)	21	0	0	21
ILL (DILL)	23	0	3	26
Internet (DINTER)	447	0	0	447
Juv. Audio book (DJAUDB)	10	0	1	11
Juv. Biography (DJBIO)	51	2	2	55
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	35	0	0	35
Juvenile Easy (DJE)	755	35	10	800
Juv. Easy Non-fiction (DJENF)	43	1	0	44
Juv. Easy Reader (DJER)	263	3	12	278
Juv. Fiction (DJFIC)	379	13	9	401
Juv. Holiday books (DJHOL)	96	5	0	101
Juv. Magazine (DJMAG)	29	0	0	29
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	244	19	8	271
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	114	2	5	121

Large Print Fiction (DLPF)	161	10	4	175
Large Print Nonfic (DLPNF)	10	1	0	11
Magazine (DMAG)	418	0	10	428
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	4	0	0	4
Nonfiction 100 (DNF100)	16	0	0	16
Nonfiction 200 (DNF200)	10	2	1	13
Nonfiction 300 (DNF300)	34	1	0	35
Nonfiction 400 (DNF400)	3	0	0	3
Nonfiction 500 (DNF500)	7	2	0	9
Nonfiction 600 (DNF600)	73	4	0	77
Nonfiction 700 (DNF700)	28	1	0	29
Nonfiction 800 (DNF800)	4	2	0	6
Nonfiction 900 (DNF900)	31	2	2	35
Nonfiction Blu-Ray (DNFBR)	4	0	0	4
Nonfiction DVD (DNFDVD)	43	0	0	43
Nonfiction (DNFIC)	0	0	0	0
Nonfiction New (DNFNEW)	79	4	5	88
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	2	0	0	2
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	4	0	1	5
Software (DSWAR)	11	0	0	11
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	6	0	1	7
YA Biography (DYAB)	4	0	0	4
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	57	4	7	68
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	6	0	0	6
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	2	2	0	4
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	3	34	2	39
Blu-Ray (RBR)	0	286	1	287
Books on CD (RBKCD)	2	137	0	139
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	4	258	4	266
Digital Audiobooks (RDA)	2	13	0	15
DVD (RDVD)	13	2255	14	2282
Equipment (REQP)	0	5	0	5
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	1	0	1
Fiction (RFIC)	25	551	14	590
Fiction New (RFICNEW)	15	346	12	373

Genealogy (RGENE)	0	10	0	10
Genealogy Mag (RGMAG)	0	2	0	2
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	123	1	124
Hanging Bag (RHANG)	1	6	0	7
ILL (RILL)	0	67	0	67
Internet (RINTER)	0	1318	0	1318
Juv. Audio book (RJAUDB)	0	27	0	27
Juv. Biography (RJBIO)	6	25	3	34
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	0	24	0	24
Juvenile Easy (RJE)	8	681	5	694
Juv. Easy Non-fiction (RJENF)	0	65	0	65
Juv. Easy Reader (RJER)	2	262	1	265
Juv. Fiction (RJFIC)	4	520	3	527
Juv. Magazine (RJMAG)	0	31	0	31
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	6	412	6	424
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	2	0	2
Juv. Toddler (RJTOD)	1	163	1	165
Large Print Fiction (RLPF)	9	202	4	215
Large Print Nonfic (RLPNF)	0	9	0	9
Magazine (RMAG)	0	426	0	426
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	9	0	9
Non-Fiction 100 (RNF100)	3	37	0	40
Non-Fiction 200 (RNF200)	1	12	3	16
Non-Fiction 300 (RNF300)	2	76	2	80
Non-Fiction 400 (RNF400)	0	0	0	0
Non-Fiction 500 (RNF500)	2	13	0	15
Non-Fiction 600 (RNF600)	18	137	6	161
Non-Fiction 700 (RNF700)	9	53	3	65
Non-Fiction 800 (RNF800)	0	10	0	10
Non-Fiction 900 (RNF900)	3	41	0	44
Nonfiction Blu-Ray (RNFBR)	0	6	0	6
Nonfiction DVD (RNFDVD)	2	113	6	121
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	13	174	13	200
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	3	0	3
Professional Coll. (RPRO)	0	5	0	5
Reference (REF)	0	1	0	1
Reference Business (RREFB)	0	2	0	2
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	10	0	10
Software (RSWAR)	0	8	0	8
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	0	6	0	6
YA Biography (RYAB)	0	2	0	2

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	2	105	0	107
YA Music CD (RYACD)	0	70	0	70
YA Nonfiction (RYANF)	0	9	0	9
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	4	3	10	17
Blu-Ray (WBR)	0	1	160	161
Books on CD (WBKCD)	16	11	141	168
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	1	4	123	128
Digital Audiobooks (WDA)	0	1	24	25
DVD (WDVD)	4	17	1327	1348
Equipment (WEQP)	0	0	41	41
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	2	2
Fiction (WFIC)	18	21	348	387
Fiction Fantasy (WFICF)	0	2	4	6
Fiction Mystery (WFICM)	3	0	54	57
Fiction New (WFICNEW)	23	17	227	267
Fiction Science Fiction (WFICSF)	0	0	10	10
Fiction Western (WFICW)	0	1	14	15
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	0	0	31	31
Hanging Bags (WHANG)	2	3	9	14
ILL (WILL)	1	4	38	43
Internet (WINTER)	0	0	435	435
Juv. Audio book (WJAUDB)	1	0	18	19
Juv. Biography (WJBIO)	2	2	9	13
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	0	13	13
Juvenile Easy (WJE)	16	23	614	653
Juv. Easy Non-fiction (WJENF)	4	2	50	56
Juv. Easy Reader (WJER)	12	0	319	331
Juv. Fiction (WJFIC)	14	16	325	355
Juv. Magazine (WJMAG)	1	0	13	14
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	8	20	197	225
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	0	0
Juv. Toddler (WJTOD)	1	7	214	222
Large Print Fiction (WLPF)	19	12	154	185
Large Print Nonfic (WLPNF)	1	0	14	15
Magazine (WMAG)	9	0	285	294
Non-Fiction 000 (WNF000)	0	2	0	2
Non-Fiction 100 (WNF100)	1	2	7	10
Non-Fiction 200 (WNF200)	1	1	11	13
Non-Fiction 300 (WNF300)	0	4	19	23
Non-Fiction 400 (WNF400)	0	0	3	3

Non-Fiction 500 (WNF500)	0	0	4	4
Non-Fiction 600 (WNF600)	8	2	51	61
Non-Fiction 700 (WNF700)	0	0	17	17
Non-Fiction 800 (WNF800)	0	1	5	6
Non-Fiction 900 (WNF900)	4	1	27	32
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	0	1	56	57
Nonfiction (WNFIC)	0	0	0	0
Nonfiction New (WNFNEW)	7	3	73	83
Nonfiction VHS (WNFVHS)	0	0	0	0
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	1	2	3
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	0	0
Software (WSWAR)	0	0	0	0
Vertical File (WVF)	0	0	11	11
VHS (WVHS)	0	0	0	0
YA Audio book (WYAUDB)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	2	1	3	6
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	6	10	119	135
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	2	10	12
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	1	1
TOTAL	6017	9570	5868	21455

CIRCULATION BY HOLDINGS CODE
October 2016

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	27	0	0	27
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNf)	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	45	41	13	99
Blu-Ray (BR)	62	297	161	520
Books on CD (BKCD)	149	154	146	449
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	79	263	127	469
Digital Audiobooks (DA)	24	16	26	66
DVD (DVD)	938	2298	1345	4581
Equipment (EQP)	37	5	41	83
See librarian (ERR)	0	0	0	0

Express Book (EXP)	3	1	2	6
Fiction (FIC)	426	596	375	1397
Fiction Fantasy (FICF)	2	3	4	9
Fiction Mystery (FICM)	55	5	55	115
Fiction New (FICNEW)	369	381	252	1002
Fiction Science Fiction (FICSF)	10	0	10	20
Fiction Western (FICW)	4	1	14	19
Genealogy (GENE)	0	10	0	10
Genealogy Mag (GMAG)	0	2	0	2
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	52	126	34	212
Hanging Bags (HANG)	24	9	9	42
ILL (ILL)	24	71	41	136
Internet (INTR)	447	1318	435	2200
Juv. Audio book (JAUDB)	11	27	19	57
Juv. Biography (JBIO)	59	29	14	102
Juv. Book on CD (JBOD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	35	24	13	72
Juvenile Easy (JE)	779	739	629	2147
Juv. Easy Non-Fiction (JENF)	47	68	50	165
Juv. Easy Reader (JER)	277	265	332	874
Juv. Fiction (JFIC)	397	549	337	1283
Juv. Holiday (JHOL)	96	5	0	101
Juv. Magazine (JMAG)	30	31	13	74
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	258	451	211	920
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	2	0	2
Juv. Toddler (JTOD)	116	172	220	508
Large Print Fiction (LPF)	189	224	162	575
Large Print Nonfic (LPNF)	11	10	14	35
Magazine (MAG)	427	426	295	1148
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	4	11	0	15
Non-Fiction 100 (NF100)	20	39	7	66
Non-Fiction 200 (NF200)	12	15	15	42
Non-Fiction 300 (NF300)	36	81	21	138
Non-Fiction 400 (NF400)	3	0	3	6
Non-Fiction 500 (NF500)	9	15	4	28
Non-Fiction 600 (NF600)	99	143	57	299
Non-Fiction 700 (NF700)	37	54	20	111
Non-Fiction 800 (NF800)	4	13	5	22
Non-Fiction 900 (NF900)	38	44	29	111
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	45	114	62	221
Nonfiction (NFIC)	0	0	0	0
Nonfiction New (NFNEW)	99	181	91	371
Nonfiction VHS (NFVH)	0	0	0	0
Oversize (OVER)	2	3	0	5
Professional Coll. (PROF)	0	5	0	5
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0

Reference (REF)	63	101	57	221
Reference Business (REFB)	0	2	0	2
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	4	10	1	15
Software (SWAR)	11	8	0	19
Vertical File (VF)	0	0	11	11
VHS	0	0	0	0
YA Audio book (YAUDB)	6	6	1	13
YA Biography (YAB)	4	2	0	6
YA Books on CD (YABKCD)	2	1	3	6
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	65	119	126	310
YA Music CD (YACD)	0	70	0	70
YA Nonfiction (YANF)	6	11	10	27
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	2	2	1	5
				0
Free reads	270	218	108	596
Games/Puzzles	12	9	0	21
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	6362	9896	6031	22289

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1330	1431	983	3744
Nonfiction	510	849	378	1737
CHILDREN'S BOOKS				
Fiction	1596	1725	1518	4839
Nonfiction	460	555	275	1290
YA BOOKS				
Fiction	117	245	160	522
Nonfiction	10	13	10	33
Magazines, Adult	427	428	295	1150
Magazines, Children	30	31	13	74
Sound Recordings, adult	260	440	303	1003
Sound Recordings, ch	70	130	41	241
Online databases	0	0	0	0
Software	11	8	0	19
Vertical file	0	0	11	11
VHS/DVD/Blu-Ray	1045	2709	1568	5322
Equipment	37	5	41	83
Total	5903	8569	5596	20068
A-V Circulation	1386	3287	1912	6585
A-V Circulation as % of total	23.5%	38.4%	34.2%	32.8%

October 2016

DEMOTTE			RENSSELAER			WHEATFIELD			Total Circ.
Added	Withdrew	Circu- lation	Added	Withdrew	Circu- lation	Added	Withdrew	Circu- lation	
Vols.	Vols.		Vols.	Vols.		Vols.	Vols.		

XX

Fiction	114	1	1,330	67	1	1,431	101	0	983	3,744
Nonfiction	60	11	510	41	6	849	44	0	378	1,737

Fiction	13	5	1,596	47	368	1,725	63	48	1,518	4,839
Nonfiction	5	1	460	2	1	555	8	3	275	1,290

Fiction	15	1	117	9	14	245	9	1	160	522
Nonfiction	2	0	10	0	0	13	0	0	10	33
Magazines,Adult			427			428			295	1,150
Magazines, Child			30			31			13	74
Games, Toys										0
Sound Rec/Adult	9	4	260	0	0	440	5	5	303	1,003
Sound Rec/Child	1	0	70	0	0	130	0	1	41	241
Online Databases	0	0	0	0	0	0	0	0	0	0
Software	0	0	11	0	0	8	0	0	0	19
Vertical Files	0	0	0	0	0	0	0	0	11	11
VHS/DVD/BluRay	37	0	1,045	22	252	2,709	32	0	1,568	5,322
Equipment			37			5			41	83
TOTAL	256	23	5,903	188	642	8,569	262	58	5,596	20,068

[illegible]

WHEATFIELD

Total Materials Owned	77,615	75,566	58,645
Circulation Increase/Decrease	-25.1%	-7.2%	-3.6%

[illegible]

% change

Current month's Circulation	22,925	20,068	-12.5%
Jan. to date circulation	238,654	220,699	-7.5%



DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
ADULT BOOKS					
21,765	21,878	15,438	15,504	16,082	16,183
18,003	18,052	20,503	20,538	9,361	9,405
Fiction					
Nonfiction					
CHILDREN'S BKS					
15,881	15,889	14,393	14,072	12,585	12,600
8,567	8,571	6,925	6,926	6,431	6,436
Fiction					
Nonfiction					
YA BOOKS					
2,311	2,325	3,310	3,305	2,949	2,957
531	533	538	538	166	166
Fiction					
Nonfiction					
0 Magazines,Adult					
0 Magazines, Child					
0	0	0	0	0	0
Games, Toys					
3,948	3,953	24	24	4,387	4,387
Sound Rec/Adult					
678	679	4,304	4,304	937	936
Sound Rec/Child					
18	18	610	610	7	7
Online Databases					
209	209	18	18	-11	-11
Software					
-60	-60	169	169	4	4
Vertical Files					
5,413	5,450	9,646	9,416	5,486	5,518
VHS/DVD/Blu-ray					
118	118	142	142	57	57
Equipment					
77,382	77,615	76,020	75,566	58,441	58,645
TOTAL					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5

October 2016

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	126	27	148	32	228	49	502	109
LOCAL HISTORY								
In person	1	0	8	2	0	0	9	3
Letters written	5	5	4	4	0	0	9	9
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	447	19	1318	55	435	18	2200	92
Internet use-Wireless	1953		3906		961		6820	
Computer software used	108	9	142	12	177	15	427	36
VCR Use	0	0	1	0	0	0	1	0
Microforms	10	1	9	1	0	0	19	3
CD ROM/Online databases	142	12	121	10	70	6	333	28
Public FAX24	19		25		13		57	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	2	1	15	5	4	1	21	7
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	7		4		0		11	
Outreach activities	47	47	10	7	0	0	57	38
Notarized documents	9	2	12	3	12	3	33	8
Meeting Room Use (no. of group)	41	14	45	15	50	17	136	45
Study room use	29	2	46	4	37	3	112	9
Proctoring	0	0	1	1	0	0	1	1
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							1926	
IN-HOUSE USE ITEMS	17		73		110		200	
SELF-CHECKOUT USE	175		745		343		1263	
INTERLIBRARY LOANS								
Requests made for:	40	10	91	23	58	15	189	47
Items rec'd for:	63	32	99	50	55	28	217	109
Items requested by other libraries	0		0		0		0	
Items supplied to other libraries	0	0	0	0	0	0	0	0

REGISTRATIONS

Total Borrowers	7712	11497	4905	24114
Non-resident, paying	1	0	0	1
PLAC card users	0	1	0	1
Reciprocal borrowers	304	497	136	937
Number of New Patrons Added	48	49	26	

PROGRAMS

DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
Hrs.	Hrs.	Hrs.		

Programs for all ages	1	6	1	6	0	0	2	12
Children's Programs (0-13)	8	48	17	102	16	96	41	246
Number attending	111		240		303		654	
YA Programs (14-17)	0	0	2	12	4	24	6	36
Number attending	7		42		20		69	
Adult Programs	4	24	5	30	5	30	14	84
Number attending	89		181		77		347	
Senior Citizen Programs	9	54	3	18	4	24	16	96
Number attending	95		58		19		172	
Total Number of Programs	22	132	28	168	29	174	79	474
Total Persons Attending	302		521		419		1242	
Total Attending Same Month Last Yr.	465		648		397		1510	
Total Staff Hours Spent		313		391		328	1032	1016
Total Number of In-House Program	16		26		24		66	
Total Attendance	227		492		279		998	
Total Number of Outreach Program	6		2		5		13	
Total Attendance	75		29		140		244	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4287	73.3%	5621	66.3%	3844	69.4%	13752	69.2%
Corporate	82	1.4%	31	0.4%	0	0.0%	113	0.6%
Juvenile 0-11	82	1.4%	267	3.1%	44	0.8%	393	2.0%
Juvenile-AV	550	9.4%	1030	12.1%	767	13.8%	2347	11.8%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	130	2.2%	323	3.8%	93	1.7%	546	2.7%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	5	0.1%	55	0.6%	2	0.0%	62	0.3%
Reciprocal YA	1	0.0%	25	0.3%	0	0.0%	26	0.1%
Reciprocal YA AV	0	0.0%	3	0.0%	0	0.0%	3	0.0%
School	0	0.0%	14	0.2%	0	0.0%	14	0.1%
School AV	0	0.0%	12	0.1%	0	0.0%	12	0.1%
St. Joseph College	0	0.0%	20	0.2%	0	0.0%	20	0.1%
Staff	466	8.0%	762	9.0%	557	10.1%	1785	9.0%
Walking books	118	2.0%	89	1.0%	28	0.5%	235	1.2%
YA 12-17	17	0.3%	28	0.3%	2	0.0%	47	2.6%
YA-AV	114	1.9%	199	2.3%	204	3.7%	517	2.6%
Total	5852		8479		5541		19872	
 All items borrowed by nonresidents	 136	 2.3%	 452	 5.3%	 95	 1.7%	 683	 3.4%

**Salary Ordinance 2016
Updated 11/14/16**

Name	Classification	Hrly Wage	Start Date	Hrs Worked	Library
Saul Hernandez	Janitor	\$11.59	11/7/16	10	D

We have hired Saul Hernandez as Janitor at DeMotte Library, replacing William Hromada, who resigned his janitorial position.

We have examined and approved the changes to the 2016 Jasper County Public Library Salary Ordinance. Dated 11/14/16.

<u>Deanna K. Surge</u>	<u>Jody Melton</u>
<u>Mike H. J.</u>	<u>Janet D. Dumlouf</u>
<u>Debbie L. Harper</u>	<u>Myra</u>
<u>Natalie A. Uebeling</u>	

Meeting Room Policy

Who May Use the Meeting Rooms

The Rensselaer, DeMotte, and Wheatfield libraries have meeting areas available for the purpose of promoting the library's mission to

inform, enrich and empower our diverse community.

The meeting rooms are available for use by area clubs, organizations, committees, individuals and businesses with restrictions on use noted below. The library's programs and meetings shall have first priority for use.

The meeting rooms will be available to groups in the community regardless of the beliefs and affiliations of their individual members.

No one may sell, trade, or solicit on Library property and no admission fees may be charged or collected, *except in conjunction with a library-sponsored program/event (prior approval is required)*. Exceptions are made for tutors; see Study Room Policy.

The individual reserving and assuming responsibility for the room must be at least 18 years old and a resident of the Jasper County Public Library district who is a library card holder in good standing. Exceptions to this requirement will be made for representatives of U.S. or Indiana governmental agencies.

The Board of Trustees reserves the right to make a final decision if questions arise concerning use of the libraries.

Responsibilities of User Group

Use must be confined to the activity for which the facilities were requested. Grounds, furniture, equipment and other property must be properly cared for and returned to a neat and orderly condition following use. Upon leaving the building, meeting room must be securely locked.

Furnishings may not be removed from the meeting area without permission of the building supervisor. Nothing may be attached to or removed from walls, ceiling or floor except on designated bulletin boards or by special permission of the building supervisor.

Open flames (candles, matches, sternocups, etc.) and red, orange or purple beverages are not permitted in meeting rooms.

Groups using the library's facilities are responsible for the actions of those persons attending their functions and must take full responsibility for loss or damage to any Library property, furnishings, and/or equipment occurring as a result of their group's use of Library property.

The Library shall not be responsible for damage or injury to any person or property occurring as a result of the group's use of the library.

Groups meeting while the library is open for business must maintain a noise level that does not interfere with the normal functioning of the library.

Publicizing Programs

The fact that a group is permitted to meet at the Library does not imply co-sponsorship of the event or Library endorsement of the group or of the ideas presented at the meeting. Publicity for meetings or programs must make this clear.

Room Charges

There is no charge for single or monthly meetings or programs except for private social gatherings. Use of a meeting room is subject to the approval of the Director or Agency Head. The Library Board of Trustees is the sole arbiter of any questions relating to the use of a meeting room.

Donations to the library's gift fund are accepted with pleasure.

The meeting rooms may be rented for private social gatherings. The cost is \$50.00 plus applicable taxes due after the room has been used. A \$100 security deposit is required, payable by cash or check at time key is picked up. The security deposit is forfeited if the room is not left in good condition or if rental payment is not made within two business days.

Smoking and Drinking

Smoking in any form, including e-smoking is prohibited. Use of alcoholic beverages is prohibited on all library property.

Revoking of Meeting Room Privileges

The Library reserves the right to revoke meeting room privileges for any group if it feels the group has not met the conditions stated in this policy.

The Library's Responsibility

The Library is not responsible for items left in the building. No storage facilities are available for meeting room users.

Adopted 1993; reviewed 11/16

Circulation Policy

Library Cards

No library materials (~~including Overdrive~~) may be borrowed from the JCPL libraries unless the person has a library card in good standing (~~no long overdue items, no fines above \$5, card not expired~~). ~~This does not apply to web based materials.~~ Patrons will be blocked from borrowing materials when overdue fines have accumulated to \$5.00 or when a borrowed item becomes 8 weeks overdue or when library card has expired.

Persons who reside or pay property taxes on property in the JCPL library district, which includes all of Jasper County except for Carpenter Township/Remington, are eligible for free Jasper County Public Library cards.

Students attending a public or private school in the library district are eligible for free one-year JCPL cards with full borrowing privileges. St. Joseph's College students are eligible for free one-year JCPL cards with full borrowing privileges.

Temporary residents are eligible for a free family card. They must submit their permanent and temporary addresses, with proof, if proof is available. A family may have only one card and may have only five items checked out at any one time. Card will expire after 90 days but is subject to renewal.

Persons living outside the JCPL district may apply for a free JCPL card with full borrowing privileges as a Reciprocal Borrower upon showing a valid resident library card in good standing from a library which participates in the Reciprocal Borrowing Program or upon showing a valid PLAC card. Interlibrary loans must be processed at a patron's home library. Reciprocal cards must be renewed annually.

An annual fee is assessed for other out-of-county residents who do not pay property taxes or attend school in Jasper County, but wish to have full library privileges. This fee is the same for children and adults, and is NOT waived for Senior Citizens.

The signature of a parent (biological, foster, step) or legal guardian is required before a borrower's card can be issued to an applicant under the age of 18. Because this signature indicates a willingness to be responsible for a child's borrowed materials, a card will not be issued to a child if the parent or legal guardian's borrowing privileges have been blocked. They are not required to have their own card.

A corporation existing within the JCPL district may obtain a card with full borrowing privileges for its employees and/or residents. The corporation then becomes responsible for materials borrowed on its card. Application must be completed and signed by the head of the corporation or the person authorized to take responsibility for charges incurred if materials are not returned or are overdue.

Library cards do have expiration dates. Patrons in collections are not allowed to renew or purchase a card until their account has a zero balance.

Library Hours

DeMotte: Mon, Tues, Th: 9 AM - 8 PM
Wed: 9 AM - 6 PM
Fri, Sat: 9 AM - 5 PM

Rensselaer: Mon-Th: 9 AM - 8 PM
Fri, Sat: 9 AM - 5 PM

Wheatfield: Mon, Wed, Th.: 9:30 AM - 5:30 PM
Tues: 9:30 AM - 8 PM
Fri, Sat: 9 AM - 5 PM

Loan Periods

Circulating computer software:	3 weeks, with one renewal
Blu-ray/DVD's and VHS, nonfiction	3 weeks, with one renewal
Blu-ray/DVD's and VHS, entertainment:	1 week 3 days , with no renewal
Express Books:	1 week, with no renewal
Newspapers	2 days
All other materials:	3 weeks
Equipment for loan:	1 day (longer by special arrangement)
Computer software:	in house use only
VCR/DVD player:	in house use only
E-devices	in house use only

All materials except entertainment Blu-ray, entertainment DVDs, and entertainment VHS, ~~and Express Books~~ may be renewed for one additional loan period. All circulating materials may be held for patrons. If an item is on hold for another patron or on short term loan for a period of time, it may not be renewed.

Books may be borrowed for an extended loan period of 6 weeks (with no renewals) by special arrangement. If a patron has an extended loan item which has been in his/her possession longer than 3 weeks, s/he will be expected to return the item within 3 days after notification that the item has a hold request from another patron.

~~Entertainment Blu-ray, DVD's and/or VHS for classroom use may be checked out for a one week loan period.~~

Loan Limits

Blu-ray, VHS/DVDS: ~~3~~ 5 entertainment Blu-rays, ~~3~~ 5 nonfiction Blu-rays, ~~3~~ 5 entertainment DVDs, ~~3~~ 5 entertainment VHS, ~~3~~ 5 nonfiction VHS, and ~~3~~ 5 nonfiction DVD's per adult card. Persons 17 and under may borrow Blu-ray, VHS/DVD's with signed parental permission form.

Circulating computer software: no limit per borrower's card.

Short term loan materials: On some occasions, materials are put on short term loan so that all students in a class have access to the resources.

CD's: ~~10~~ 20 adult cds, ~~10~~ 20 YA cds, and ~~10~~ 20 jcds per borrower's card (multiple CD sets count as one item)

All other materials: Unlimited loan

Fines and Fees

May only be paid in US currency. Fines do not accrue on days the library is closed. Fines will never exceed the original cost of the overdue item. No refunds will be issued except in the case of library error.

<u>Overdue materials:</u>	Adult/YA Items:	\$.10 per day per item
	Juvenile items	\$.05 per day per item
	Express Books & Blu-ray, VHS and DVDs:	\$1.00 per day per item
	Vertical file:	\$.10 per vertical file heading per day (up to \$1.00 per heading)
<u>Overdue materials referred to collection agency:</u>		\$10.00 per borrower plus overdue fines/fees

Regarding ILL items, lost or returned damaged, the loaning library determines the fees patrons will pay.

<u>Equipment Loans:</u>	\$2.00 per day; \$10.00 deposit (exception-LCD projector \$10/day with \$100 deposit) refunded when material is returned undamaged
<u>Lost Book</u>	Original retail cost of item plus \$5.00 processing fee
<u>Transparent Language</u>	Original retail cost of item plus \$10.00 processing fee
<u>Lost case- Blu-ray, VHS, DVD, CD, Playaway, or computer software:</u>	\$2.50 per case (this includes processing fee)
<u>Lost case – Audio book/Playaway View:</u>	\$6 per case (this includes processing fee)
<u>Lost audiobook/Playaway/Playaway Views:</u>	Original retail cost of item plus \$10 processing fee
<u>Lost or damaged pamphlets:</u>	\$1.00 per item plus \$1.00 processing fee
<u>Lost or damaged computer software:</u>	Original retail cost of item plus \$10.00 processing fee
<u>Lost or damaged computer software user's guide, notebook:</u>	\$5.00 for first item, \$10 for more than 1 item
<u>Lost or damaged magazine:</u>	\$5.00 plus \$3.00 processing fee
<u>Other lost or damaged materials:</u>	Original retail cost of item plus \$5.00 processing fee.
<u>Lost or damaged hanging bag:</u>	\$5.00 per item (this includes processing fee)
<u>Lost or damaged bar code</u>	\$.10
<u>Lost or damaged Playaway Battery Cover:</u>	\$1.50 (this includes processing fee)
<u>Lost or damaged Playaway View Charging Cord:</u>	\$15 (there is no processing fee)

In cases where the original cost of an item cannot be determined, the patron will be charged the processing fee plus an item cost according to the following schedule:

\$20.00	all hardback books, Blu-ray, VHS, DVDs, CDs
\$8.00	all paperbacks
\$1.00	all vertical file items, newspapers
\$25.00	computer software
\$40.00	audiobooks
\$50.00	Playaways
\$100.00	Playaway Views

~~Patrons will be blocked from borrowing materials when overdue fines have accumulated to \$5.00 or when a borrowed item becomes 8 weeks overdue.~~

Lost or damaged borrower's card: \$2.00

FAX fees:

- ~~Fax of library materials sent by one branch to another at a patron's request:~~
- ~~First 5 pages free; 15 cents for each additional page~~
- ~~Fax of library materials to patron's home or business: 15 cents per page~~

Photocopy Fees:

<u>Customer-operated copiers</u>	10 cents per single side 20 cents double side
<u>Staff-operated copiers</u>	20 cents single side 40 cents double side
<u>Transparencies:</u>	40 cents each

Printing Fees:

Public Computer Workstations	10 cents per page per side
Microfilm/Genealogy Workstations	10 cents per page per side
Personal Devices	10 cents per page per side

Items Available For Patron Purchase (selling price will be indicated on the item and applicable taxes apply):

Flash Drives
Rewriteable Disks
Earbuds

Credit Balances: Patrons may **not** carry a credit balance on their account.

Other Circulation Services

Hold materials: ~~All circulating materials may be held for patrons, except entertainment Blu-ray, VHS/DVD's and Express Books. Entertainment Blu-ray, VHS/DVDs will only be held for teachers using them in educational settings, and for groups needing a video for a particular date. Library staff can also place a reserve for a patron on a Blu-ray, VHS/DVD currently on the shelves of another branch. Staff may also place a reserve on non-fiction Blu-ray, VHS/DVD currently checked out.~~

Walking books program: Library staff or volunteers will bring books and other library materials to homebound individuals, those who are unable to visit the library. See Walking Books Policy.

Intralibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries within the JCPL system.

Interlibrary loan: JCPL staff will attempt to obtain needed resources for patrons from other libraries across the country when necessary. Reciprocal borrowers and PLAC users must request ILL from their home libraries. The following JCPL items will not be loaned via interlibrary loan: Genealogy, ILL with barcode, eBooks, Express, Reference, New (added in last 12 months), Professional Collection, Milroy Collection, Ready Reference, Vertical File, Textbooks, Playaway, Playaway View, Equipment, and Leap Pad.

Talking books program: A collection of talking books and the equipment with which to use them is available for patrons through the Indiana State Library.

7/96; revised 11/16

PERSONNEL POLICY

DEFINITIONS

1. **Exempt employees** are those whose duties and responsibilities are of an executive, administrative, or professional character (or other exempt work) as described under the Fair Labor Standards Act (FLSA) and who are paid on a salary basis and are, therefore, exempt from overtime pay and certain other provisions of the FLSA.
2. The **Board of Directors** of the Jasper County Public Library will hereinafter be referred to as "**The Board**".
3. The **Jasper County Public Library** will hereinafter be referred to as "**JCPL**".
4. **Certified** employees are defined as any employees holding or qualifying for any of the 6 Indiana Library Certification levels.
5. **Non-certified** employees are defined as any employees not holding or qualifying for any of the 6 Indiana Library Certification levels.
6. A **work week** is defined as Sunday through Saturday.
7. **Overtime** is defined as any time worked over 40 hours per week for hourly non-exempt employees.
8. The first 6 months of employment is considered a training/orientation period when a new employee must satisfactorily demonstrate the ability to perform his/her duties.

ADMINISTRATION AND MANAGEMENT

1. The administration and direction of all employees shall be the responsibility of the Director or his/her designee. Hiring of new personnel, promotions, dismissals shall be under the Director's jurisdiction except where the Board has indicated restrictions. The employment of the Director shall be the responsibility of the Board.
2. JCPL is an Equal Opportunity employer and selection of employees is based solely on merit.
3. All employees are employees at will and can be terminated at any time without notice.
4. JCPL shall observe Indiana Library State Certification requirements.
5. Typically each employee will be evaluated annually in writing. The Director will be evaluated in May.

6. Close relatives of Board members and staff shall not be employed by the Library. Close relatives are defined to include: spouses, parents, children, brothers, sisters, brothers- and sisters-in-law, fathers- and mothers-in-law, sons- and daughters-in-law, stepparents, stepbrothers, stepsisters, and stepchildren.

SALARIES

1. This salary policy will be reviewed annually to determine whether the classification plan fairly reflects the kind and level of positions needed to effectively operate the library and whether salary ranges are still fair and equitable. Salary obligations made by the Board or by the Director are contingent upon sufficient revenues of the Library.
2. The Board is responsible for determining the amount of money to be budgeted for salaries and setting the salary of the Director.
3. The Director is responsible for determining the job classification and salary amounts for each employee subject to board review.

4. **Explanation of Salary Plan**

- 4.1. Employees will be paid no less than the minimum salary in their classification.

- 4.2. Pages, Clerks and Library Assistant I's will be evaluated after 3 months of employment. They will receive a 10 cent salary increase with a satisfactory 3 month evaluation. This also applies to employees promoted to Clerk and Library Assistant I positions.

All new employees will be evaluated after 6 months' employment. A satisfactory rating will qualify the individual for vacation benefits if applicable (see Vacations section for details). Pages, Clerks and Library Assistant I's will receive another 10 cent salary increase at this time and again at the end of the first year of employment if performance is satisfactory. This also applies to employees promoted to Clerk and Library Assistant I positions. Promoted employees who have performed satisfactorily will receive the percentage increase determined by the board as per 4.4.

All newly promoted employees will be evaluated after 6 months in their new position.

An unsatisfactory rating at any time during the training/orientation period may result in immediate termination.

- 4.3. A new employee or newly promoted employee who has not completed his/her first full year in their position by January 1 will receive the first % increase as determined by the board beginning with the pay period following the anniversary date of his/her 1 year employment.

The employee will be eligible for ½ of the % increase determined by the board as per 4.4 the following January, if s/he has worked more than 3 months and less than 8 months at his/her 1 year salary. If the employee has worked less than 3 months at his/her 1 year salary, s/he remains at the present rate until the following January. If the employee has worked 8 months or more at their one year salary, s/he will be eligible for the full % increase determined by the board as per 4.4.

Pages will be eligible for ½ of the increase as per the salary schedule the following January, if s/he has worked more than 3 months and less than 8 months at his/her 1 year salary. If the employee has worked less than 3 months at his/her 1 year salary, s/he remains at the present rate until the following January.

4.4. Each year an employee's annual salary will increase by an amount or percentage as determined by the board, except for those in the "Page" classification. Page salaries are detailed in the Salary Schedule Chart, below.

4.5. Employees working less than an average of 8 hours per week do not automatically qualify for annual increases.

5. Work Performance

An employee who receives the lowest rating in 3 or more areas of a job performance evaluation is not eligible to receive a raise until they achieve a satisfactory evaluation. Re-evaluation shall occur no sooner than 30 days. Raises will be implemented when a satisfactory rating is received, and effective with the next pay period.

6. Salary Schedule

Minimums will increase ½ of annual salary increase to adjust for inflation each January in odd numbered years.

Compression adjustments will be applied to the salary schedule in accordance with federally mandated minimum wage increases.

Minimum salary for the page position will increase as required by federal law.

Jasper County Public Library Salary Schedule (eff 1/1/2015)

Classification	Minimum	Classification	Minimum
Clerk	\$9.82	Business Manager	\$16.22
Library Assistant I	\$10.42	Librarian 1	\$16.57
Library Assistant II	\$12.32	Librarian 2	\$17.22
Library Specialist I	\$12.66	Librarian 3	\$19.22
Library Specialist II	\$15.35	Systems Administrator	\$19.22

Library/HR Specialist III	\$15.62		Janitor / Courier	\$11.59	
			Maintenance	\$13.13	
	Minimum	One year	2 yrs	3 yrs	4 yrs
Page	\$7.25	\$7.55	\$7.85	\$8.15	\$8.45

7. Interim Services

When an employee is asked to take on a major portion of the essential responsibilities of an absent employee in a higher job classification for more than three months, s/he will receive additional pay as determined by the Director for the time in which s/he serves in an interim capacity.

8. Salary Classifications

Page: Must be 16 years old. Shelves books, straightens shelves. May also work at the circulation desk.

Clerk: High school diploma or equivalent. Clerical work. Will work at circulation desk and/or in Technical Services.

Library Assistant I: High school diploma or equivalent. In addition to clerical duties, will do basic ready reference work or work in technical services department doing basic materials processing.

Library Assistant II: High school diploma or equivalent with 2 years college or with 3 years library experience or with special technical expertise in a specific area of library operation.

Library Specialist I: 2 years of college or 5 years of library experience and continuing education or special technical expertise in a specific area of library operation. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Library Specialist II: 5 years' experience as Library Specialist I. Demonstrates highly-developed skills. Spends at least 70% of time in a specialized area of library operation requiring extensive independent judgment and initiative.

Library Specialist III/Human Resources Specialist III: 2 years of college or 10 years' experience as a Library Specialist and head of a major library department or area or 3 years of experience in an HR specialized field.

Business Manager: 2 years of college or 5 years of experience in a related field (business and/or accounting). Manages business operations of Library System including supply inventory, financial records, personnel records, benefits administration, general office and secretarial duties; assists with budget preparations.

Janitor: High school diploma or equivalent. Responsible for cleaning and light maintenance of library building.

Maintenance: High school diploma or equivalent. Responsible for maintenance of library building.

Courier: High school diploma or equivalent. Valid driver's license; excellent driving record; current auto insurance; transports library materials daily to each library in system

Librarian I: Bachelor's degree and Indiana library certification, LC4. Responsible for Youth Services, Technical Services or a Branch.

Librarian II: MLS degree and Indiana library certification, LC3. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Librarian III: MLS degree and Indiana library certification, LC3. Responsible for management of a library or Technical Services Department.

Systems Administrator: Bachelor's Degree including a significant amount of computer-related courses. Responsible for management of hardware and operating software for integrated library system and for computer network.

Director: MLS degree plus 2-3 years supervisory experience and Indiana Library Certification LC2. Supervises and directs the operation of the library system, and acts as liaison between Library Board and staff.

9. Changing Classifications

- 9.1. Moving from 1 classification to another is never automatic, even when stated requirements are met. Promotions are dependent on the availability of an opening in the higher position and on the Director's approval of a supervisor's recommendation for promotion of an employee.
- 9.2. When possible, vacancies in higher positions will be filled by promotion of qualified employees from within the library.
- 9.3. Upon promotion, an employee's salary shall immediately be raised to a minimum of 50 cents per hour above his/her present rate.

BENEFITS

1. **Employees qualified for benefits:** Sections 2 through 8 apply to persons working 32 or more hours per week. Employees working 20 - 31 hours per week are eligible to earn sick pay (sec. 2) and vacation pay (sec. 4) and Funeral Leave after they have completed 3 years of service. All employees, regardless of the number of hours worked per week, are entitled to an Anniversary Holiday. See section 3.2 (Holidays).
2. **Sick Pay**

- 2.1. A paid **sick day** is defined as the number of hours the employee is regularly scheduled to work per week divided by 5.
- 2.2. Employees receive the equivalent of 1 paid sick day per month during their first partial year of employment. 12 paid sick days per year are granted each January thereafter. Employees working 20 to 39 hours per week will receive paid sick days on a prorated basis.
- 2.3. Sick pay may accumulate to a maximum of 96 days.
- 2.4. Sick pay may be used in case of illness of the employee or a relative, as defined in other policies or by law, living in the employee's household.
- 2.5. 5 days of an employee's paid sick days per year may also be used for the care of a (step) parent or (step) child not living in the household. The Library reserves the right to request verifying documentation.
- 2.6. Employees working 24-40 hours per week, who are absent 5 or more working days, must have a doctor's release to return to work. Employees working 23 hours or less per week, who are absent for 3 or more working days, must have a doctor's release to return to work.
- 2.7. Sick pay may be used for an employee's medical appointments if an appointment cannot be made on the employee's own time.
- 2.8. Employee should notify supervisor of his/her desire to use paid sick days 30 days in advance for a foreseeable medical reason.
- 2.9. Paid sick days are a privilege to be used only for the above purposes. Paid sick days cannot be used as vacation or earned time off.
- 2.10. Paid sick days may be used with special approval of the director for extended funeral leave for immediate family members as defined in the funeral section, and for other funerals.

3. **Holidays**

- 3.1. Employees who work an average of 32 hours or more per week are eligible for paid holidays. Refer to the Holiday Policy for a list of holidays we observe.
- 3.2. An Anniversary Holiday, defined in the Holiday Policy, will be given to any long-term employee regardless of full or part time status. Anniversary holidays will be prorated for employees working less than 32 hours per week.

- 3.3. An employee who is eligible for paid holidays and most always works the same number of hours per day each week, will receive that same number of hours for holiday pay.
- 3.4. If the holiday falls on the employee's day off, that employee is granted equivalent time off with pay to be taken within the month.

4. **Vacations**

4.1. **Schedule of earned vacation credit**

Vacation time is based on a 40 hour work week and is prorated for employees working 20 to 39 hours per week.

A vacation day is defined as the hours that an employee is regularly scheduled to work per week during the time the vacation is accrued divided by 5.

4.1.1. Librarians I, II, III, Business Manager, and Systems Administrator

- A. Librarian or Systems Administrator working an average of 32 hours per week or more
 - 0-4 years' service - 1.5 days per month with pay
 - 5+ years' service - 2 days per month with pay
- B. Director
 - 0+ years' service - 2 days per month with pay

4.1.2. Employees working an average of 32 hours per week or more

- 0-4 years' service - 1 day per month with pay
- 5-9 years' service - 1.5 days per month with pay
- 10+ years' service - 2 days per month with pay

4.1.3. Part time employees working 20 to 31 hours per week

- 3-9 years' service - 1 day per month with pay
- 10+ years' service - 1.5 days per month with pay

4.2. **Regulations**

- 4.2.1. No employee may take vacation without approval of the Director, Supervisor, or his/her designee. Vacation requests are approved in consideration of the scheduling needs of the department.
- 4.2.2. Vacation time is accrued from the first day of employment in an eligible position.

- 4.2.3. During the first partial year of employment, all vacation time is prorated.
- 4.2.4. Vacation time is credited after completion of the new employee's 6 month training/orientation period AND receiving a satisfactory performance evaluation.
- 4.2.5. Any employee who has successfully completed his/her orientation period and leaves before the end of any year will be paid in a lump sum for unused vacation leave.
- 4.2.6. Vacation time accrued during 1 calendar year may be taken after the beginning of the following calendar year.
- 4.2.7. Vacation time should be used in no less than ½ day increments. Exceptions may be granted only under unique circumstances and on a limited basis with the approval of the supervisor.
- 4.2.8. Vacation time is not cumulative from 1 year to the next.
- 4.2.9. Vacation leave will not accrue during unpaid leaves of absences.

5. **Funeral leave**

- 5.1. Staff members who qualify may have up to 3 paid working days (prorated for employees working 20-31 hours) to arrange and attend a funeral or memorial service of the employee's spouse, the employee or spouse's (step) child, (step) sibling, (step) grandparent, (step) grandchild or (step) parent, or the spouse of any of the above.
- 5.2. Paid sick days may be used with special approval of the director for extended funeral leave for immediate family members as defined in the funeral section, and for other funerals.

6. **Paid Weather Days**

- 6.1. An excused absence with pay will be given by the Director or his/her designee to any employee working an average of 32 hours or more per week when weather conditions necessitate the closing of the library.

Such absences will not be charged to accrued, vacation time, or sick time. Any employee who is on sick or vacation time or birthday holiday or anniversary holiday when library is closed for such stated emergencies will be charged with his/her sick or vacation time or birthday holiday or anniversary holiday as if the library were open for business. If the library closes for such emergencies on an employee's day off, the employee will not receive a paid weather day off. Employees, working fewer than 32

hours per week, who are offsite and are scheduled to work but are unable to work due to library closure, will be rescheduled as it fits with library needs. All employees who are onsite at time of emergency closure will be paid for the remainder of their shift.

In the event of library closings due to temporary unsafe or unhealthy working conditions, employees may be asked to report to another branch. Mileage will be paid in this case, if the distance traveled is greater than the distance from the employee's home to his/her usual workplace. Carpooling to the new location is expected when practical.

6.2. **Jury Duty**

6.2.1. The Library recognizes that jury or witness duty is the obligation of all citizens and encourages its employees to fulfill this obligation. If you are called for jury duty or subpoenaed as a witness in a court or administrative agency action, you will be granted excused time away from work. You must, however, return to your duties any time you are not needed in the courtroom. If you are called for jury duty or subpoenaed as a witness, you should advise your supervisor and give the supervisor a copy of the summons or subpoena as soon as possible after learning that you must serve.

Hourly non-exempt employees will receive the difference between their average straight time hourly rate up to 8 hours per day and the payment they receive for jury service for time they otherwise would have been regularly scheduled to work. Employees must present proof of the amount of jury pay received.

Exempt and salaried non-exempt employees will receive their normal salary for partial workweeks in which they perform jury service or witness duty related to the Library's business, less any jury fees received.

Employees must present proof of the amount of jury pay received.

6.2.2. Employees shall note jury duty on their time sheet in the excused absence column. 'Jury duty' should be written in the note field.

7. **Public Employee's Retirement Fund (PERF)**

7.1. Employees who work an average of 32 or more hours per week are required to enroll in PERF if they hold positions classified as:

Director	Business Manager
Assistant Director	Library Specialist
Librarian 3	Library Assistant
Librarian 2	Special Services Librarian

Librarian 1
Assistant Business Manager

Systems Administrator

7.2. The employee's mandatory contribution to PERF is 3% of gross earnings. In addition, the Library also contributes to JCPL's PERF account. This money will be paid out to eligible JCPL employees during their retirement.

7.3. Eligible employees may also elect to make voluntary pre-tax and/or post-tax contributions toward their retirement savings up to an additional 10% of gross earnings.

8. **Health/life insurance**

8.1. The library offers a group health package that includes medical, dental, prescription, vision, life and accidental death benefits that, is presently available to all employees working 30 hours or more per week. The Library has adopted the Internal Revenue Code Section 125, Premium Conversion Plan, to pay for qualified employee insurance premiums.

8.2. The library will pay all but \$1.00 per year of the life insurance cost for any eligible employees who elect not to take the health insurance.

9. **Family and Medical Leave/Military Leave**

The Library will comply with all applicable laws regarding FMLA and Military Leaves of Absence. Consult the JCPL FMLA/Military Leave Policy for more details.

10. **Meal time**

Each employee working 7 hours or more in one day may take at least 30 minutes up to 1 hour of their own time for lunch or supper.

11. **Break time**

Each employee is allowed a break of 15 minutes of paid time for each continuous working schedule of 3 ½ hours.

Employees under the age of 18, who are scheduled to work 6 or more consecutive hours must take a 30 minute break without interruption. If they work 7 or more hours in the day, the break is fully paid. If they work less than 7 hours, they are paid for 15 minutes of their break.

Because the Library is subject to the Fair Labor Standards Act the Library must provide "a reasonable break time" to employees for the purpose of expressing breast milk. The Library must provide the break time whenever the employee has a need to express breast milk. While the Library is not required to pay employees for this break time, it must provide the lactating employee a private place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public. The Library is only required to provide break time to lactating employees for up to one year after the child's birth.

12. Leave without pay

Good attendance is a condition of employment and necessary for the smooth, efficient, economical running of the library. Leave without pay may, on occasion, be granted by the Director as long as it is not detrimental to JCPL. Unapproved absences without pay will result in disciplinary action.

13. Overtime Guidelines

As a general rule, Hourly non-exempt employees may work no more than 40 hours per week. If management determines that overtime must be worked by hourly non-exempt employees, an employee's schedule may be adjusted in another week for budgetary reasons. Hourly non-exempt employees may only work overtime hours with prior approval from Management.

Salaried non-exempt employees may work more than 40 hours per week as needed. Overtime will be compensated with comp time instead of overtime pay. Comp time will accrue at a rate of 1 1/2 hours for every hour of overtime earned. Comp time may accrue up to a maximum of 40 hours.

14. Meetings and conferences

14.1. Monies budgeted for professional meetings may be provided to employees and board members for the purpose of attending meetings and conferences fostering continuing education and training in those areas related to the operation of the library.

14.2. All employees and Board members are encouraged to attend library related meetings and workshops. Each employee must obtain approval of his/her supervisor and the Director before attending such meetings and seeking expense reimbursements. The Director may approve staff attendance at any Indiana Library Federation (ILF), Indiana State Library, or MCLS meeting/webinar/conference/workshop and ALA or PLA webinar. Others must be approved by the Board.

14.3. ~~Employees attending meetings or conferences are paid only for their regularly scheduled hours. Any time exceeding the scheduled time shall be considered compensatory time and shall conform to section 13.~~ Time spent traveling to/from and

attending meetings or conferences is considered work time. When attending all day meetings, 1 hour is unpaid lunch time, unless the meeting continues through the lunch hour.

- 14.4. To receive compensation for expenses incurred for any meeting, employees and Board members must submit accounts payable vouchers with attached receipts to the Director's office by the Monday preceding the next board meeting.

15. **Certification**

It is the policy of the library to meet the standards set by the Indiana State Library for certification levels for professional staff members. It is the responsibility of each professional staff member to maintain the certification level appropriate to the position he/she fills and to pursue the library education units (LEUs) required by the Indiana State Library for re-certification for the professional position he/she holds: Director: 100 LEUs every 5 years; Department and Branch Head: 75 LEUs every 5 years; Professional Assistant: 50 LEUs every 5 years. Each professional staff member must submit a copy of each LEU certificate received to the business office.

16. **Travel**

- 16.1. The library will pay meal, lodging, and transportation expenses related to official library business.
- 16.2. Official library business includes outreach activities, banking, recycling, post office, AV Shopping, Summer Reading shopping, supply shopping, conferences, workshops, field trips, counterpart meetings, or meetings approved by the Board and travel among the 3 libraries of the Jasper County Public Library system.
- 16.3. Employees traveling on official library business may be reimbursed for meals when traveling outside of the library's service area.
- 16.4. Employees traveling on official library business may be reimbursed for mileage at the IRS approved rate.
- 16.5. Employees traveling on official library business may be reimbursed for lodging and transportation expenses such as parking fees, tolls, cab fare, and air fare.
- 16.6. Claims for reimbursement must be completely itemized and supported by as many receipts as it is possible to obtain.

- 16.7. Employees are prohibited from using personal communication devices (i.e. cell phones, pagers, etc) while operating a motor vehicle on library business. Employees operating a motor vehicle should park in a safe area before making or receiving telephone calls or otherwise using personal devices. Furthermore, employees are required to be familiar and comply with the laws of the jurisdiction in which they are driving.

17. Appropriate dress

Appropriate dress and personal grooming create a favorable image for the library. We expect you to use good judgment and to maintain high standards in your personal cleanliness and attire. Your appearance affects the library's image. The library reserves the right to determine that particular attire is inappropriate for its business and to inform you of this and instruct you to change inappropriate attire. Some clothing, such as jeans, normally judged unacceptable for work, will be allowed on casual dress days and on other special occasions with permission from the Director.

18. Alcohol and drug use

Use of alcoholic beverages is prohibited on all library property.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on library property. Employees violating that prohibition will be terminated. Employees working under the influence of alcohol or under the influence of illegally-used drugs may also be terminated. All violations will be reported to local law enforcement authorities.

An employee must notify the Director of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Such conviction will result in dismissal.

19. Discipline

The Jasper County Public Library makes no promise of continued employment or employment for a specific period of time. The employer-employee relationship remains at-will. An individual's employment will continue only so long as the employee is satisfied with the library, and the library is satisfied with the employee.

Any employee who fails to perform the job satisfactorily, or is otherwise guilty of misconduct or insubordination, will be subject to discipline. In many cases, progressive

discipline will be employed, including counseling, verbal warnings followed by written warnings, before more drastic measures are taken. Because circumstances vary in each case, each situation will be handled on an individual basis.

20. **Outside Employment**

JCPL does not prohibit employees from outside employment. The job cannot, however, interfere with meeting the staffing needs of JCPL. Employees may not have outside employment while on leave (except vacation leave) from JCPL.

21. **Workers Compensation**

This insurance covers employee work-related injuries. It pays for medical expenses and for time off work due to the injury according to WC Regulations. The employee may use paid sick leave to make up the difference between workers' compensation time-off reimbursement and the employee's normal wage for that time period.

22. **Telecommuting**

Telecommuting arrangements will only be allowed at the discretion of the Director.

Adopted 10/93; revised 7/14; revised 4/15; 4/16; revised 8/16

**Director's Report
October 2016**

Consent Agenda:

You will be approving the minutes of the October Board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please see R7. **If you approve the Consent Agenda, you will approve the Salary Ordinance Update as presented.**

Policies for Review: Two policies are up for review in November, the Meeting Room Policy and the Circulation Policy. No revisions are recommended to the Meeting Room Policy. Revisions are recommended to the Circulation Policy. We moved a few phrases around so that they are more easily found by staff. We added a list of items that we do not wish to loan via ILL. We removed language about Fax Fees because with scan/email capabilities in each building, we don't really fax materials for patrons any longer. The biggest change has to do with more generous loan limits for AV items. We believe patrons will really appreciate being able to check out more items per visit with a longer loan period for movies. We also recommend allowing holds on all materials. Currently we do not allow holds on movies, which is frustrating to patrons. **Please see R 10 & R 13. If you approve the Consent Agenda items, you will approve revising the Circulation Policy as presented.**

General Business:

Technical Services Librarian & Systems Administrator Annual Reports: Rebecca Amalong and Sheila Maxwell will present their annual reports at the November Board meeting.

Dental Insurance: We have received our rates for Dental Insurance. We budgeted for a 15% increase but our rates came in with only a 2.41% increase. Coverage did not change. We recommend that the Board continue with our current dental coverage.

Personnel Policy Revision: This month I need to bring our Personnel Policy back to you, recommending revisions. Please see R 18. There are new Department of Labor Rules that will go into effect December 1, 2016 that impact exempt and non-exempt employee status. Proposed revisions have been drafted after conversation with our employment law attorney, reading a lot of employment law literature/bulletins, and attending an HR training at the Indiana State Library. I will review the rules with you at our meeting as we discuss proposed revisions.

Resolution to Establish Internal Controls: One year ago I learned that the Library Board is required to adopt Internal Control Standards and System by the end of 2016. There are specific requirements for this work as named in the SBA's Uniform Internal Control Standards for Indiana Political Subdivisions. In a nutshell Management is responsible for design and implementation while the

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Board oversees and monitors the controls that are implemented. Rayann and I have been working on our standards and systems for the past 8 months. We had to learn and understand the SBA's requirements and then we had to draft the design. We focused on 5 key accounting areas to begin: receipts, bank reconciliation, vendor disbursements, payroll, and financial reporting. We will be adding accounting areas in future years, but for now we have met the requirements of SBA. Additionally we have created a list of Internal Control Related Components, a list that an auditor can quickly review to know what other related policies and guidelines we have in place and where they can be found. All of these items have been placed into a manual that will be kept in the business office. It is a large binder, which I will bring to our November board meeting for you to see before you adopt. I emailed these documents to you on Monday for your review so that you are prepared to vote on this requirement. It was too much to copy and snail mail, and I wanted to give you a full week to review this material. Rayann and I have worked hard, diligently drafting this content, which is a reflection of our JCPL processes. This is what we do. We just had to write it down. As we evaluated our processes we did find a few areas that we felt were not buttoned up as tight as they could be, so we have attempted to correct those weaknesses. I will be recommending that the board adopt the content contained in this email at our meeting next Monday. Once you adopt we will turn our attention to training staff and board, another SBA requirement.

2017 Slate of Officers: The Nominating Committee will present a slate of officers for 2017. Elections will be held at the December Board meeting.

Year-End Board Meeting: We need to establish a date/time for our year end board meeting. To allow the business office time to wrap up our final bill pay and year-end paperwork, we suggest holding the meeting on Wednesday, December 28, 2016. What time shall we meet? Who is able to attend? We need at least 4 board members for a quorum.

Director's Report:

In October we discussed the fact that we had purchased a home adjacent to DeMotte Library in 2015 and that there are two other homes located next to DeMotte Library that might be advantageous to own. Attorney, Ed Dumas, advised the Board that the first step to explore this possibility would be to draft a letter of introduction to the property owners. This letter would tell them who we are and invite them to discuss the library's interest in their property. The Board directed Ed to draft this letter of introduction to be sent to the property owners. Letters have been drafted, signed by Jody Melton, and mailed. I have received a telephone call from one of the property owners, David Hubers. I will update the board about this communication at our November meeting.

On Thursday, December 1, 2016 at 10 am, the Jasper County Public Library is partnering with CDC Resources, Inc. to celebrate our state's bicentennial with a program entitled, "Snapping, Mapping and Rapping in Jasper County: A Bicentennial Celebration." This project allows interested CDC clients to learn the fundamentals of photography, take photographs of Jasper County features, and display their work in a library photo exhibit in December 2016 in celebration of

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Indiana's bicentennial. Barb Lucas and Marcia Smith-Wood, community volunteers with a love of the arts and the ability to teach photography and artistic expression, are participating as instructors and facilitators, under the supervision of CDC staff members. In addition, we have written a Jasper County rap, which expresses in rhyme the many features of Jasper County as expressed by CDC clients, modeling after "Indiana Chant" by Hoosier author April Pulley Sayre, with her permission. CDC clients who have presentation skills will present their rap with props and a dramatic flair at a library event that includes the opening of the art exhibit and refreshments. We will all learn more about Jasper County and Indiana, as we commemorate our State's Bicentennial in this unique way. This program has been officially endorsed as an Indiana Bicentennial Legacy Project by the Indiana Bicentennial Commission.

We applied for a Jasper Foundation Grant this fall, seeking funds to assist in the purchase of charging towers and docks for our libraries. Our grant was approved! We received \$1,376 and will combine this with some other gift funds to purchase this much needed equipment.

Rayann and I attended a Public Funds Management Seminar in October. We have learned more about Trust INdiana, a program that provides all Indiana local units of government the opportunity to invest in a common pool of investment assets that strive to preserve the principal of the public's funds, remain highly liquid, and to maximize the return on investment. As we seek the best ways to invest revenue that is not immediately needed, this is an option that will be worth pursuing. We will be talking more about this.

We also attended, along with HR Specialist, Donna, a Human Resources Conference sponsored by the Indiana State Library entitled, The Life Cycle of an Employee. Attorneys from Ice Miller presented this valuable content in an all day session. I am happy to report that this content was mostly review for us. We are on track for best practice! We did appreciate a review of the new Department of Labor rules, something that we have been studying for weeks!

In October we did our annual People Count. One week each year we count the number of people who enter our buildings and the services they use. I will prepare and distribute a summary of our count in time for our November 14 meeting.

I attended a two day retreat/board meeting for the Midwest Collaborative for Library Services (MCLS) November 3-4. Jasper County Public Library is a member of this collaborative that serves public, academic, and special libraries in Michigan and Indiana. MCLS provides access to information resources and technological tools needed to meet the entertainment, education, and research needs of library users and training on technology and current trends affecting libraries. For example, many of our databases are purchased through MCLS which provides a discount for us. I enjoy serving on this board as it helps me to stay apprised of needs and trends across libraries and state lines. It is very energizing and empowering and adds to my job knowledge, and hopefully helps me to be a better leader. I am currently serving as Vice Chair on this Board. My current term ends this year so my board service will end effective December 31.

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System Administrator News

Sheila reports, "Internet Librarian Conference 10/17-19 – Excellent conference this year! I attended several great programs. Particularly useful were the ones on Internet Search Updates (they do this one every year, and it's amazing how much can change in Search in a year), Customer Service, Evaluating Vendors (for the library and for our patrons), Canva (free online graphic design tool...I've used this already to create a Fall Facebook cover photo), Evaluating Emerging Technology (for the library and for patrons), and Marketing and Promoting the Library Website. I appreciate the opportunity to attend this conference!"

As we approach the end of the year we are wrapping up equipment purchases. Sheila sought and evaluated bids for our 2016 Dell PC Purchase and ordered 22 new Dell PCs.

Technical Services News

Becky reports, "Peggy and the AV Selectors went on the final AV trip. I am hoping to have better scheduling next year, so that these trips are spaced out better, allowing for a better workflow."

Becky continues, "I attended TLCU with Mary Molenaar, Linda Poortenga, and Debbie Kristoff... we had a very good 3 days in Tempe. We were able to learn more about the upcoming changes to the Library.Solution product, and were able to voice our concerns about certain aspects of the ILS as it is now constituted. It also provided a good chance to strengthen relationships with each other, and network with other TLC libraries across the country."

DeMotte Library News

Debbie reports, "Jim Bulanda entertained patrons with a concert of songs made famous by Frank Sinatra, Dean Martin, Tony Bennett and others. Since the concert was held on the main floor of the library everyone could enjoy the music. What a great way to enrich our community."

Debbie continues, "While we were closed to the public for the tile project, we have accomplished many items throughout the library. Each staff member made a list of "things to do" so that we could use our time wisely. Jean was able to clean some areas that needed special cleaning; Ben primed our shed door, cleaned and rearranged the upstairs storage areas, and helped move furniture and book shelves; Yvonne directed our rearranging project and the cleaning of the storage areas as well as still visited Oak Grove; Kim organized the AV collection and completed the AV order for the year; Marlene continued converting oral histories, cleaned the front circ desk and removed clutter, and installed the new donations box; Karla updated our displays, worked on the magnetic board, and planned future programs; Patty was able to catch-up all of the magazines and withdraw the rest of the old magazine; the clerks are converting our CD storage to align with the other branches; the pages took down the tree in the story time room, moved shelves, books, and or course shelved items that were

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returned; Debbie had time to clean out some files in the office, clean some of the desk files in the Youth Services office, catch-up on things since she was not in the office the previous week, answer questions about the project, and guide the staff. It was a very productive week. We are excited to better serve the public as these projects are complete."

Rensselaer Library News

Linda reports, "The Fall Festival was held again this year. The weather was nice. We had approximately 230 people attend, about the same as last year. Once again the SJC men's basketball team and coaches, library staff, and members of the Friend's group helped man the festival areas. The cake walk was by donation only (jug) in order to remain in good standing with IN law regarding gambling. We had a good selection of items, 3 book carts were full of baked goods, 47 items. We held our 5th annual Silent Cake Auction on the day of the Fall Festival, with 11 specialty cakes receiving great bids! This continues to garner a lot of interest. We had many generous donations from our business community; including Save-a-lot, Stracks, Rotary, and the Friends."

Janice reports, "The St. Augustine students enjoy their visits to the library and Sister Catherine the fifth grade teacher was thrilled with the new Native American Tribe books that we got this summer. We are looking forward to fall and Thanksgiving themed programs in November."

Wheatfield Library News

Evie reports, "October was a busy month of programming! Rachael and Nikki held four weeks of Story Time (two sessions each week), a drawing and program for Teen Read Week, the first week of Toddler Time, book discussion for grades 2-5 as well as one for teens, Halloween After-School Program. Along with all of this, Rachael visited with two Head Start classes and Wheatfield Elementary students, as well as a salesman from Rainbow Books. Nikki put pictures on Flickr, Instagram, the shared drive, and the digital photo frame and created new displays for Banned Book Week and Halloween."

Evie continues, "Carolynn and I also planned and implemented a system-wide effort to celebrate the Indiana Bicentennial – quizzes were created for kids, teens, and adults, to complete and return. When returned, the patron receives a movie ticket for a free family movie to be shown at the Ritz Cinema on Sunday, November 13. We had some setbacks with licensing, but everything has been sorted out and we are excited to see how the event goes!"

Please contact me if you are unable to attend the November Board meeting or if you have any questions about materials in your packet.-Patty

JCPL FINANCIAL STATEMENT
October 31, 2016

	<u>Beginning 2016 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$621,832.00	\$184,581.37	\$1,884,236.29	\$88,714.81	\$1,618,500.80	\$356,096.51
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$11,733.55	\$552.30	\$9,095.91	\$106.10	\$9,573.67	\$12,211.31
DeMotte	\$3,280.63	\$148.36	\$2,598.01	\$0.00	\$3,179.53	\$3,862.15
Rensselaer	\$5,790.86	\$200.21	\$4,137.42	\$6.10	\$4,196.59	\$5,850.03
Wheatfield	\$2,662.06	\$203.73	\$2,360.48	\$100.00	\$2,197.55	\$2,499.13
Library Improvement Reserve Fund	\$174,701.97	\$0.00	\$28,495.58	\$12.43	\$123.71	\$146,330.10
Bond & Interest Redemption Fund	\$172,158.96	\$0.00	\$333,186.25	\$0.00	\$165,599.54	\$4,572.25
Rainy Day Fund	\$311,013.21	\$0.00	\$0.00	\$222.67	\$2,310,912.13	\$2,621,925.34
Includes Investments of:						
State Technology Fund Grant Fund	\$7,264.32	\$0.00	\$7,264.32	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$1,278,989.78	\$0.00	\$1,288,373.51	\$0.00	\$9,383.73	\$0.00
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$98.60	\$0.00	\$98.60	\$0.00	\$26,792.00	\$26,792.00
Sales Tax	\$173.69	\$0.00	\$157.31	\$14.09	\$167.31	\$183.69
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$43.35	\$43.35	\$0.00	\$43.35	\$0.00
Insurance Settlement Fund	\$12,908.92	\$0.00	\$0.00	\$0.00	\$0.00	\$12,908.92
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,146.59	\$81,510.21	\$7,146.59	\$81,510.21	\$0.00
FICA Tax Collected	\$0.00	\$6,929.72	\$74,851.36	\$6,929.72	\$74,851.36	\$0.00
State Tax Collected	\$3,565.69	\$3,446.68	\$35,495.91	\$3,238.85	\$35,169.02	\$3,238.80
County Tax Collected	\$2,786.38	\$2,615.00	\$26,767.71	\$2,406.49	\$26,387.87	\$2,406.54
Deferred Comp.	\$0.00	\$1,990.00	\$20,060.00	\$1,990.00	\$20,060.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,516.56	\$35,951.55	\$3,517.22	\$36,026.39	\$74.84
Employee Life Insur.	\$0.00	\$181.35	\$1,829.26	\$181.34	\$1,829.64	\$0.38
Employee INPRS	\$0.00	\$2,909.11	\$30,334.67	\$2,909.11	\$30,334.67	\$0.00
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,597,497.07	\$213,912.03	\$3,857,751.79	\$117,389.42	\$4,447,265.40	\$3,187,010.68

Bank Balances
Jasper County Public Library
Report as of: 10/31/16

<i>Bank</i>		
1	Alliance Bank	\$3,186,740.68
2	Demotte State Bank	\$0.00
3	CD#002-0668943762 Fifth Third Bank	\$0.00
4	PNC Bank	\$0.00
5	Cash On Hand	\$270.00
7	CD#002-0668943754 Fifth Third Bank	\$0.00
8	CD#002-0668943770 Fifth Third Bank	\$0.00

Total all banks = \$3,187,010.68

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 100OPERATING FUND

Jasper County Public Library

Report Date: From 10/1/16 To 10/31/16

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$67,558.00	\$0.00	\$67,558.00	\$5,629.86	\$56,216.27	\$11,341.73	83.2
1.12 SALARY OF ASSISTANTS	\$1,091,370.00	\$0.00	\$1,091,370.00	\$82,436.74	\$886,395.29	\$204,974.71	81.2
1.13 WAGES OF JANITORS	\$88,012.00	\$0.00	\$88,012.00	\$5,647.79	\$66,514.94	\$21,497.06	75.6
1.21 EMPLOYER'S SHARE-FICA	\$95,391.00	\$0.00	\$95,391.00	\$6,929.72	\$74,851.36	\$20,539.64	78.5
1.22 UNEMPLOYMENT COMPENSATION	\$3,517.00	\$0.00	\$3,517.00	\$882.46	\$6,677.82	(\$3,160.82)	189.9
1.23 EMPLOYER'S CONTRIB.- PERF	\$109,799.00	\$0.00	\$109,799.00	\$8,434.05	\$90,079.46	\$19,719.54	82.0
1.24 EMPLOYER'S CONTRIB.- INS.	\$149,936.00	\$0.00	\$149,936.00	\$9,088.19	\$103,521.51	\$46,414.49	69.0
Subtotal	\$1,605,583.00		\$1,605,583.00	\$119,048.81	\$1,284,256.65	\$321,326.35	80.0
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
2.12 STATIONERY AND PRINTING	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,500.00	\$0.00	\$8,500.00	\$186.41	\$5,677.24	\$2,822.76	66.8
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$114.02	\$4,329.74	\$1,670.26	72.2
2.23 OTHER OPERATING SUPPLIES	\$7,000.00	\$0.00	\$7,000.00	\$210.29	\$3,805.01	\$3,194.99	54.4
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$251.78	\$748.22	25.2
2.32 PAINT AND PAINTING SUPPLIES	\$400.00	\$0.00	\$400.00	\$5.49	\$265.77	\$134.23	66.4
2.33 REPAIR PARTS	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$161.57	\$1,338.43	10.8
2.41 LIBRARY SUPPLIES	\$15,350.00	\$0.00	\$15,350.00	\$399.46	\$9,079.47	\$6,270.53	59.1
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$32.88	\$17.12	65.8
Subtotal	\$40,900.00		\$40,900.00	\$915.67	\$23,603.46	\$17,296.54	57.7
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$381.00	\$2,266.75	\$3,733.25	37.8
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$818.12	\$6,402.95	\$3,597.05	64.0

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<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Spent</i>
3.145 DATABASES & LICENSING SERVICES	\$21,552.00	\$0.00	\$21,552.00	\$0.00	\$22,755.02	(\$1,203.02)	105.6
3.146 E-BOOKS SERVICES	\$18,500.00	\$0.00	\$18,500.00	\$0.00	\$18,500.00	\$0.00	100.0
3.21 TELEPHONE	\$3,800.00	\$0.00	\$3,800.00	\$777.17	\$4,588.87	(\$788.87)	120.8
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$1,753.32	\$1,246.68	58.4
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$1,063.80	\$13,900.27	\$6,099.73	69.5
3.24 PROFESSIONAL MEETINGS	\$10,768.00	\$0.00	\$10,768.00	\$159.15	\$5,707.43	\$5,060.57	53.0
3.25 FREIGHT	\$2,000.00	\$0.00	\$2,000.00	\$130.09	\$1,122.18	\$877.82	56.1
3.26 NETWORKING	\$64,860.00	\$0.00	\$64,860.00	\$1,621.50	\$5,167.18	\$59,692.82	8.0
3.31 ADVERTISING & PUBLIC NOTICES	\$600.00	\$0.00	\$600.00	\$0.00	\$173.90	\$426.10	29.0
3.33 MARKETING ADVERTISING	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$1,800.00	\$0.00	100.0
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$362.00	(\$112.00)	144.8
3.42 OTHER INSURANCE	\$31,000.00	\$0.00	\$31,000.00	\$8,981.00	\$25,314.00	\$5,686.00	81.7
3.51 GAS	\$45,000.00	\$0.00	\$45,000.00	\$982.36	\$10,975.39	\$34,024.61	24.4
3.52 ELECTRICITY	\$100,000.00	\$0.00	\$100,000.00	\$9,500.48	\$77,471.58	\$22,528.42	77.5
3.53 WATER	\$4,000.00	\$0.00	\$4,000.00	\$275.95	\$2,910.55	\$1,089.45	72.8
3.54 WASTE DISPOSAL SERVICES	\$6,500.00	\$0.00	\$6,500.00	\$592.84	\$5,888.34	\$611.66	90.6
3.61 BUILDING & STRUCTURES	\$66,922.00	\$0.00	\$66,922.00	\$8,921.42	\$50,839.24	\$16,082.76	76.0
3.62 EQUIPMENT REPAIRS	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$2,096.40	\$903.60	69.9
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$11.95	\$256.50	\$43.50	85.5
3.91 DUES	\$1,900.00	\$0.00	\$1,900.00	\$36.00	\$586.00	\$1,314.00	30.8
3.93 TAXES & ASSESSMENTS	\$250.00	\$0.00	\$250.00	\$0.00	\$904.08	(\$654.08)	361.6
3.94 TRANSFER TO LIRF	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$95.20	\$4.80	95.2
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$117,119.00	\$0.00	\$117,119.00	\$6,594.43	\$93,522.36	\$23,596.64	79.9
Subtotal	\$639,341.00		\$639,341.00	\$40,847.26	\$355,359.51	\$283,981.49	55.6
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$50,714.00	\$0.00	\$50,714.00	\$1,072.68	\$6,859.15	\$43,854.85	13.5
4.5 OTHER CAPITAL OUTLAYS	\$0.00	\$0.00	\$0.00	\$0.00	\$107.50	(\$107.50)	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Spent</i>
4.51 BOOKS	\$160,000.00	\$0.00	\$160,000.00	\$12,225.42	\$114,357.78	\$45,642.22	71.5
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$6,048.91	\$20,135.27	\$4,864.73	80.5
4.53 NONPRINTED MATERIALS	\$58,000.00	\$0.00	\$58,000.00	\$4,422.62	\$31,423.70	\$26,576.30	54.2
Subtotal	\$293,714.00		\$293,714.00	\$23,769.63	\$172,883.40	\$120,830.60	58.9
Grand Total	\$2,579,538.00	\$0.00	\$2,579,538.00	\$184,581.37	\$1,836,103.02	\$743,434.98	71.2

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F34

Appropriation Report for 195INSURANCE REFUND FUND
Jasper County Public Library

Report Date: From 10/1/16 To 10/31/16

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Spent</i>
<i>1. Personal Services</i>							
1.32 INSURANCE REFUND	\$0.00	\$0.00	\$0.00	\$43.35	\$43.35	(\$43.35)	0.0
Subtotal	\$0.00		\$0.00	\$43.35	\$43.35	(\$43.35)	0.0
Grand Total	\$0.00	\$0.00	\$0.00	\$43.35	\$43.35	(\$43.35)	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F4a

Voucher List
Jasper County Public Library

Report Date: From 10/1/16 To 10/31/16

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	727	PAYROLL	10/10/16	PAYROLL	\$43.35
0	737	Isabelle Molenaar	10/4/16	Wages from 9/23/16 payroll (She had closed her bank account and did not inform JCPL so Direct Deposit did not go thru necessitating a replacement payment)	\$78.46
0	739	PAYROLL	10/7/16	PAYROLL	\$47,150.33
0	740	BILL HROMADA	10/7/16	Courier Mileage 9/16/16 - 9/30/16 (Conf. #443)	\$368.28
0	741	GREAT-WEST RETIREMENT S	10/7/16	Annuity Contributions withheld 10/7/16 Payroll (Conf. #444)	\$995.00
0	742	INDIANA DEPARTMENT OF RE	10/7/16	State & County Taxes withheld September 2016 Payrolls (Ref. #63136)	\$6,061.68
0	743	INPRS fbo PERF	10/7/16	INPRS Contributions 10/7/16 Payroll	\$5,727.66
0	744	IRS USA TAXPAYMENT	10/7/16	Federal Withholding, Medicare, & FICA withheld 10/7/16 Payroll & Ins. (Acknowledgement #65786566)	\$10,571.42
0	745	TOWN OF DEMOTTE	10/7/16	DeM: Water & Sewer Service- September 2016 (Conf. #441)	\$167.64
0	746	TOWN OF WHEATFIELD	10/7/16	Wh: Sewer Service- October 2016 (Conf# 442)	\$56.65
34958	747	AARON'S LAWN CARE	10/10/16	Mowing & edging	\$1,173.00
34959	748	ACE HARDWARE	10/10/16	Screws, keys, degreaser, inspection mirror	\$38.74
34960	749	AFFORDABLE ALTERNATIVES	10/10/16	Labels	\$148.41
34961	750	ANTHEM BLUE CROSS BLUE	10/10/16	Health Ins. Premiums- October 2016	\$11,271.68
34962	751	ANTHEM LIFE	10/10/16	Life Ins. Premiums- October 2016	\$91.08
34963	752	BLR	10/10/16	Indiana Employment Law Letter subscription	\$497.00
34964	753	BLUETARP FINANCIAL, INC	10/10/16	Faucet, spray paint, anchor, drill bit, square bits, lampholders	\$32.12
34965	754	BUSINESS CARD	10/10/16	Staff entrance sign, posters, children's supplies, Management Meeting expenses, white board, bulletin board, MCLS Community Conversation expenses, shelving pickup expenses	\$360.66
34966	755	BUSINESS MANAGEMENT DAI	10/10/16	Payroll Legal Alert & Manager's Legal Bulletin newsletter subscriptions	\$229.08
34967	756	CONSOLIDATED INSURANCE	10/10/16	Semi-annual premium for building insurance	\$8,981.00
34968	757	DELTA DENTAL	10/10/16	Dental Ins. Premiums- October 2016	\$493.17
34969	758	ENA SERVICES LLC	10/10/16	Internet Service- September 2016	\$1,621.50
34970	759	FAEGRE BAKER DANIELS LLP	10/10/16	Legal assistance on personnel matters	\$381.00
34971	760	GRAINGER	10/10/16	Lightbulbs	\$94.48
34972	761	HP Products	10/10/16	Paper towel rolls, m-folds	\$100.03
34973	762	HR SPECIALIST	10/10/16	HR Specialist newsletter subscription	\$97.00
34974	763	INDIANA DEPT. OF WORKFOR	10/10/16	3rd Quarter 2016 Unemployment Compensation Pymt	\$882.46
34975	764	JAMES BULANDA	10/10/16	Program Presenter	\$425.00
34976	765	KIRBY RISK CORPORATION	10/10/16	Lightbulbs, lampholders	\$55.65
34977	766	LINDA POORTENGA	10/10/16	ISL Workshop expenses, B2B expenses; Mileage 9/15-9/23/16: Management Meeting, B2B, Makerspace/Cosplay workshop	\$116.72
34978	767	MARK WILKINS	10/10/16	Program Presenter	\$150.00
34979	768	MIDWEST TAPE	10/10/16	DVDs	\$127.01
34980	769	NANETTE SPEACHT	10/10/16	Mileage 9/9/16: Staff Development Day	\$23.76
34981	770	NITCO	10/10/16	DeM: Local Phone & Fax Service- October 2016	\$159.76
34982	771	PATTY EENIGENBURG	10/10/16	Mileage 9/12/16: Active Shooter Training	\$8.64
34983	772	PEGGY MICHELIN	10/10/16	Mileage 6/30-9/28/16: AV Shopping, supply pickup, Post Office	\$48.60
34984	773	PRECISION CONTROL SYSTE	10/10/16	3rd Quarter Invoice for Routine Maintenance @ Rens & DeM(Contract Jan.1 thru Dec. 31, 2016); DeM: Boilers shut down, replace flame sensors & ignitors	\$2,448.70

F4b

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
34985	774	QUILL CORPORATION	10/10/16	Calendar, highlighters, toner cartridges, double-sided tape, CD/DVD file folders, 1-hole punch, paper plates, laminator, laminating pouches, craft sticks, nametag	\$264.50
34986	775	RENSSELAER ROTARY CLUB	10/10/16	May & June 2016 dues & meals	\$126.00
34987	776	REPUBLIC SERVICES #715	10/10/16	Wh: Trash Service-October 2016	\$82.15
34988	777	SGK ENTERPRISES, INC	10/10/16	Program Presenter	\$300.00
34989	778	SHEILA MAXWELL	10/10/16	Positivity Committee expenses	\$10.99
34990	779	SVT, LLC	10/10/16	Reference Counterparts meeting expenses, Staff Development Day expenses, Children's Apple program expenses	\$198.57
34991	780	THE LIBRARY CORPORATION	10/10/16	Library Serials Support Nov 2016-Oct. 2017 Acct# 960058	\$2,606.00
34992	781	THE LIBRARY STORE, INC	10/10/16	Rens: Café table & chairs	\$569.23
34993	782	THE TIMES	10/10/16	DeM: Newspaper subscription Acct# 170-00009893	\$309.12
34994	783	THREE TREE INVESTMENTS L	10/10/16	DeM: Tile project materials	\$6,312.50
34995	784	TRUGREEN PROCESSING CE	10/10/16	Lawn Fertilization	\$160.00
34996	785	ULINE	10/10/16	Floor mat, trash cans	\$326.81
34997	786	VISION SERVICE PLAN	10/10/16	Vision Ins. Premiums-October 2016	\$202.81
34998	787	WAL-MART COMMUNITY/RFC	10/10/16	DVDs, CDs, DeMotte 50th Anniversary expenses, Staff Development Day expenses, lightbulbs, Johnny Appleseed program expenses, fish supplies, Reference Counterparts meeting expenses, Movie program expenses, Anime program expenses, Cook the Book program expenses, books, children's supplies, adult programming supplies	\$3,158.85
34999	788	WARSAW COMMUNITY PUBLI	10/10/16	Damaged ILL item	\$40.00
0	789	ALLIANCE BANK	10/10/16	Direct Deposit Fees - September 2016	\$36.80
35000	790	BAKER & TAYLOR	10/10/16	Books, Continuations, AV, Auto. Yours	\$12,526.01
35001	791	BAKER & TAYLOR ENTERTAIN	10/10/16	DVDs	\$1,190.29
35002	792	CAROLYNN DeVRIES	10/10/16	Mileage 10/6/16: Community Outreach	\$18.36
35003	793	CULLIGAN WATER CONDITIO	10/10/16	Wh: Water Cooler Rental-October 2016, 5-gallon drinking water- 6	\$55.65
35004	794	D & S COMPUTER SERVICES	10/10/16	Hosting 4th quarter 2016	\$120.00
35005	795	INDIANA WASTE SERVICE	10/10/16	DeM: Trash pick-up October 2016	\$89.70
35006	796	MAGAZINE SUBSCRIPTION SE	10/10/16	Annual January - May Magazine Subscription Renewals	\$4,631.45
35007	797	NIPSCO	10/10/16	Gas & electric service	\$6,449.34
35008	798	OFFICE DEPOT	10/10/16	Tape, date stamp, pens, rubberbands, finger paint paper	\$51.34
35009	799	OSBY WATER CONDITIONING	10/10/16	Wh: Water softener repair	\$245.00
35010	800	PATTY STRINGFELLOW	10/10/16	Mileage 9/12-10/7/16: Board Meeting, ILF Fall Forum, Directors Meeting	\$162.00
35011	801	PRECISION CONTROL SYSTE	10/10/16	DeM: Flow switch faulty, removed & replaced	\$681.22
35012	802	RENSSELAER LAUNDRY ROO	10/10/16	Laundry	\$20.00
35013	803	TODAY'S BUSINESS SOLUTIO	10/10/16	PrinterON service plan	\$1,485.00
35014	804	UNIQUE MANAGEMENT SERVI	10/10/16	Collections: Initial/Secondary Placements- September 2016	\$232.70
35015	805	USA TODAY	10/10/16	Wh: Newspaper subscription Acct# 4209466	\$285.26
0	806	BILL HROMADA	10/25/16	Courier Mileage 10/1/16 - 10/15/16 (Conf. #450)	\$334.80
0	807	CENTURYLINK	10/25/16	WH: Fax Service October 2016 (Conf. # 449)	\$51.55
0	808	CENTURYLINK	10/25/16	WH: Local Phone Service October 2016 (Conf. # 448)	\$131.19
0	809	CENTURYLINK	10/25/16	Rens: Local phone & fax service October 2016 (Conf. #446)	\$419.69
0	810	CENTURYLINK	10/25/16	Rn, Wh, Dm: Long Distance September 2016 (Conf. #445)	\$14.98
0	811	CITY OF RENSSELAER	10/25/16	RENS: Utilities 9/9 - 10/7/16 (Conf. #447)	\$4,462.45
0	812	GREAT-WEST RETIREMENT S	10/25/16	Annuity Contributions withheld 10/25/16 Payroll	\$995.00
0	813	INPRS fbo PERF	10/25/16	INPRS Contributions 10/25/16 Payroll	\$5,615.50
0	814	IRS USA TAXPAYMENT	10/25/16	Federal Withholding, Medicare, & FICA withheld 10/25/16 Payroll & Ins. (Acknowledgement #45096024)	\$10,434.61

F4c

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	815	PAYROLL	10/25/16	PAYROLL	\$46,485.60
0	816	AFLAC	10/25/16	Supplemental Insurance October 2016 (Conf. #452)	\$727.36
0	817	SPARKPAY	10/31/16	Merchant Processing Fees- October 2016	\$14.93
Total Amount of Claims					\$213,912.03

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, November 04, 2016

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$213,912.03

Date this 14th day of November, 2016.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

F5a

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown
October 31, 2016

	THIS MONTH	YEAR-TO-DATE	TOTAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE
FINES & FEES:			\$2,002.59	\$25,010.37
DeMotte	\$533.96	\$7,660.86		
Rensselaer	\$886.70	\$10,745.54		
Wheatfield	\$581.93	\$6,603.97		
PHOTOCOPIES:			\$912.62	\$8,788.87
DeMotte	\$273.65	\$3,329.29		
Rensselaer	\$423.72	\$3,405.77		
Wheatfield	\$215.25	\$2,053.81		
INTEREST (Checking, Repurchase, CDs):			\$38.67	\$759.95
TAXES:			\$85,559.66	\$1,549,738.77
Property Tax	\$0.00	\$636,874.31		
LOIT	\$17,903.58	\$179,035.80		
License Excise Tax	\$0.00	\$49,795.57		
Financial Institution Tax	\$0.00	\$1,169.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$6,303.29		
Local Option/Certified Shares	\$55,240.08	\$552,400.80		
Local Option/Property Tax Repl.	\$12,416.00	\$124,160.00		
TAXABLE SALES:			\$1.27	\$69.51
REFUNDS:			\$200.00	\$34,133.33
Rebates/Refund	\$0.00	\$1,117.65		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$200.00	\$2,050.00		
Reimbursement	\$0.00	\$1,529.16		
Fixed Asset Sales	\$0.00	\$0.00		
Miscellaneous Receipts	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$29,436.52		
TOTAL OPERATING FUND RECEIPTS:			\$88,714.81	\$1,618,500.80
PLAC FUND:			\$0.00	\$0.00
GIFT FUNDS:			\$106.10	\$9,573.67
DeMotte	\$0.00	\$3,179.53		
Rensselaer	\$6.10	\$4,196.59		
Wheatfield	\$100.00	\$2,197.55		
LIB. IMPROV. RESERVE FUND:			\$12.43	\$123.71
Interest Earned	\$12.43	\$123.71		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$165,599.54
Property Tax	\$0.00	\$153,521.47		
License Excise Tax	\$0.00	\$10,133.27		
Financial Institution Tax	\$0.00	\$662.09		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,282.71		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:			\$222.67	\$2,310,912.13
Special CAGIT Distribution	\$0.00	\$0.00		
Special LOIT Distribution	\$0.00	\$1,019,939.69		
Interest Earned	\$222.67	\$2,598.93		
Interfund Transfer	\$0.00	\$1,288,373.51		
STATE TECHNOLOGY FUND GRANT FUND:			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$0.00	\$9,383.73
Interest Earned	\$0.00	\$9,383.73		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:			\$0.00	\$0.00
LEVY EXCESS FUND:			\$0.00	\$26,792.00
SALES TAX:			\$14.09	\$167.31
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$43.35
Interfund Transfer	\$0.00	\$43.35		
INSURANCE SETTLEMENT FUND			\$0.00	\$0.00
SUB-TOTAL (page 1)			\$89,070.10	\$4,141,096.24

FSb

WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$7,146.59	\$81,510.21
FICA Collected	\$6,929.72	\$74,851.36
State Tax Collected	\$3,238.85	\$35,169.02
County Tax Collected	\$2,406.49	\$26,387.88
Deferred Comp Plan	\$1,990.00	\$20,060.00
Pre-tax Insurance Plans	\$3,517.22	\$36,026.39
Life Insurance	\$181.34	\$1,829.64
INPRS	\$2,909.11	\$30,334.67
Garnishments	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00

\$28,319.32

\$306,169.16

TOTAL RECEIPTS - ALL FUNDS.....

\$117,389.42

\$4,447,265.40

Voucher List

Jasper County Public Library

Report Date: From 11/1/16 To 11/14/16

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	818	PAYROLL	11/10/16	PAYROLL	\$48,319.72
0	819	BILL HROMADA	11/10/16	Courier Mileage 10/16/16 - 10/31/16 (Conf. #455)	\$368.28
0	820	GREAT-WEST RETIREMENT S	11/10/16	Annuity Contributions withheld 11/10/16 Payroll (conf# 456)	\$995.00
0	821	INDIANA DEPARTMENT OF RE	11/10/16	State & County Taxes withheld October 2016 Payrolls (Ref. #75382)	\$5,645.34
0	822	INPRS fbo PERF	11/10/16	INPRS Contributions 11/10/16 Payroll	\$5,847.81
0	823	IRS USA TAXPAYMENT	11/10/16	Federal Withholding, Medicare, & FICA withheld 11/10/16 Payroll & Ins. (Acknowledgement #53616565)	\$10,946.97
0	824	TOWN OF DEMOTTE	11/10/16	DeM: Water & Sewer Service- October 2016 (Conf. #453)	\$167.64
0	825	TOWN OF WHEATFIELD	11/10/16	Wh: Sewer Service- November 2016 (Conf# 454)	\$56.65
35016	826	AARON'S LAWN CARE	11/14/16	Mowing	\$938.00
35017	827	ACE HARDWARE	11/14/16	Doorbell, grease, nuts/bolts/nails, sprinkler repair supplies	\$51.08
35018	828	ALAN McPHERSON	11/14/16	Books	\$655.85
35019	829	AMERICAN LIBRARY ASSOCIA	11/14/16	Poster	\$29.00
35020	830	ANTHEM BLUE CROSS BLUE	11/14/16	Health Ins. Premiums- November 2016	\$11,934.72
35021	831	ANTHEM LIFE	11/14/16	Life Ins. Premiums- November 2016	\$94.68
35022	832	BRODART CO.	11/14/16	Book cart	\$332.28
35023	833	BUSINESS CARD	11/14/16	Background check, calendars, children's supplies, Branch Counterparts meeting expenses, TLCU Conference expenses, HR Workshop expenses, Teen Read Week prize, loveseat, AV Shopping expenses, DVDs, books, CDs	\$6,175.52
35024	834	CAROLYNN DeVRIES	11/14/16	Hot Drink Mixology program expenses	\$25.00
35025	835	CENTURYLINK	11/14/16	Long distance phone service- October 2016	\$15.77
35026	836	CULLIGAN WATER CONDITIO	11/14/16	Wh: Water Cooler Rental-November 2016	\$11.95
35027	837	DEBORAH KRISTOFF	11/14/16	TLCU Conference expenses, DVDs, audiobooks; Mileage 9/9-10/19/16: Staff Development Day, Librarians Council meeting, Management meeting, TLCU Conference	\$1,996.70
35028	838	DELTA DENTAL	11/14/16	Dental Ins. Premiums- November 2016	\$522.18
35029	839	DEMCO	11/14/16	Book pockets, clear tape, foil back labels, DVDs, sign holders, buffing pad, book tape, 1000 Books Before Kindergarten stickers, shelves, date due slips, polishing compounds, anti-static spray, white pad, sandpaper, buffing cloths, labels, polyfit, book supports, outdoor trash can	\$3,381.26
35030	840	DONNA BARKO	11/14/16	Mileage 8/25-11/7/16: Bank deposits, Post Office, Courthouse, new employee orientation	\$34.24
35031	841	DUMAS & MAHNESMITH P.C.	11/14/16	Legal Assistance: Real Estate Purchase	\$175.00
35032	842	EBS IRRIGATION, INC	11/14/16	Wh: Winterization of irrigation system	\$75.00
35033	843	ENA SERVICES LLC	11/14/16	Internet Service- October 2016	\$1,621.50
35034	844	FAEGRE BAKER DANIELS LLP	11/14/16	Legal Assistance: Department of Labor rules	\$81.00
35035	845	FINDAWAY WORLD, LLC	11/14/16	Playaway Views, Playaway Backpack	\$800.87
35036	846	HAMMOND PUBLIC LIBRARY	11/14/16	NILBA Dinner: N. Waling, P. Stringfellow, R. Gilmore	\$70.50
35037	847	HP Products	11/14/16	Toilet paper, mop heads, glass cleaner, neutral cleaner, trash bags, paper towel rolls	\$532.05
35038	848	ICC Business Products	11/14/16	Permanent markers, monthly tab indexes, color copy paper, calendars	\$97.15
35039	849	INDIANA LIBRARY FEDERATIO	11/14/16	2016 ILF Annual Conference registrations: K. Delger, K. Hunter, R. Kuhn	\$575.00
35040	850	INDIANA WASTE SERVICE	11/14/16	DeM: Trash pick-up November 2016	\$89.70
35041	851	INTEGRITY SOFTWARE, INC	11/14/16	SofTrack Renewal	\$957.43

F66

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
35042	852	JACKSON COUNTY PUBLIC LI	11/14/16	Damaged ILL item	\$24.95
35043	853	JANET UMLAUF	11/14/16	Milroy Exhibit Field Trip expenses; Mileage 8/16/16: Milroy Exhibit Field Trip	\$158.20
35044	854	KAPCO	11/14/16	Poly covers, magazine reinforcements, easy cover book covers, tyvek white repair tape, easy bind clear polyester repair tape, non stick scissors, easy bind gloss clear poly repair tape	\$487.99
35045	855	KAUFMAN SEAL COATING LLC	11/14/16	DeM & Rens: Seal coat & stripe parking lots	\$3,750.00
35046	856	KIM DELGER	11/14/16	Mileage 10/11/16: AV Shopping	\$35.64
35047	857	KIRBY RISK CORPORATION	11/14/16	Luminator fixture, light trap	\$9.80
35048	858	KONE, INC.	11/14/16	Dem: Quarterly Elevator Maintenance Agreement- 10/1- 12/31/16	\$417.33
35049	859	LINDA POORTENGA	11/14/16	Mileage 10/12-11/2/16: Librarians Council meeting, Management meeting, TLCU Conference, Branch Counterparts meeting	\$85.32
35050	860	MELISSA SMITH	11/14/16	Mileage 5/24-10/23/16: Summer Reading prize pickup, Walking Books, MCLS Community Engagement round table, AV Shopping, Active Shooter Training, Genealogy Fair	\$211.25
35051	861	MIDWEST TAPE	11/14/16	DVDs	\$58.78
35052	862	NANCY PHILLIPS	11/14/16	Children's supplies	\$19.23
35053	863	NETWISE RESOURCES	11/14/16	Rens & Wh: staff copier quarterly service agreements; Wh. Patron copier repair	\$1,263.56
35054	864	NIPSCO	11/14/16	DeM & Wh: Gas & electric service	\$5,440.20
35055	865	NITCO	11/14/16	DeM: Local Phone & Fax Service- November 2016	\$160.53
35056	866	OFFICE DEPOT	11/14/16	Copy paper, contact paper, watercolor paper, color copy paper, dry erase board cleaner, permanent markers, notepads, wrist rest, rubberbands, card stock, construction paper, glue sticks, brushes, butterfly clamps, training scissors	\$537.46
35057	867	OLLIS BOOK CORPORATION	11/14/16	Books	\$921.85
35058	868	OSBY WATER CONDITIONING	11/14/16	Wh. Water softener chemicals	\$125.00
35059	869	PATTY STRINGFELLOW	11/14/16	Mileage 10/13-10/28/16: Management meeting, Life Cycle of an Employee workshop, Branch visit	\$144.72
35060	870	PEGGY MICHELIN	11/14/16	DVDs, CDs, books; Mileage 10/11-10/28/16: AV Shopping, supply pickup	\$2,421.80
35061	871	PRECISION CONTROL SYSTE	11/14/16	2nd installment for routine maintenance in 2013 & 2014 at DeM & Rens	\$3,175.00
35062	872	QUILL CORPORATION	11/14/16	Hand soap, clorox wipes, m-folds, kleenex, notebook filler paper, construction paper, colored pencils, DVD/CD file folders, binder clips, sticky notes, pencils, dry erase markers, staples, correction tape, card stock, color copy paper, calendars, watercolor paper, scissors	\$983.85
35063	873	RAYANN GILMORE	11/14/16	Mileage 9/15-10/27/16: Management meeting, Legislative Fall Forum, Public Funds Seminar, HR Workshop	\$128.74
35064	874	RELIABLE EXTERMINATORS, I	11/14/16	Rens: Interior & exterior treatment	\$152.00
35065	875	RELIANCE BARCODE SOLUTI	11/14/16	Barcode labels	\$639.32
35066	876	RENSSELAER ROTARY CLUB	11/14/16	September & October 2016 dues & meals	\$112.00
35067	877	ROEING CORPORATION	11/14/16	Tech Maintenance Support - 4th Installment 2016	\$7,500.00
35068	878	SHEILA MAXWELL	11/14/16	Internet Librarian Conference expenses; Mileage 7/14- 10/22/16: Management meeting, Branch Visits, Difference is You Conference, NICCL meeting, Digital Preservation workshop, Internet Librarian Conference	\$2,187.38
35069	879	STERLING COMPUTERS	11/14/16	Intel Core i7-6700 Processors, Dell monitors, Dell stereo soundbars	\$24,925.78
35070	880	SWANK MOTION PICTURES, I	11/14/16	Movie License for Community Movie Program	\$353.00
35071	881	TERRENCE LYNCH	11/14/16	Program Presenter	\$275.00
35072	882	TRUGREEN PROCESSING CE	11/14/16	Wh: Ornamental Bed Weed Control	\$210.70
35073	883	UNIQUE MANAGEMENT SERVI	11/14/16	Collections: Initial/Secondary Placements- October 2016	\$98.45
35074	884	VISION SERVICE PLAN	11/14/16	Vision Ins. Premiums-November 2016	\$214.74

F6c

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
35075	885	WAL-MART COMMUNITY/RFC	11/14/16	Management meeting expenses, Afterschool Program expenses, Anime Club expenses, cleaning supplies, adult program supplies, children's supplies, DVDs, caulk, bug spray, chair/table leg tips, CDs, wipes	\$1,499.35
35076	886	WESTON WOODS STUDIOS	11/14/16	Audiobooks	\$112.44
35077	887	YVONNE DEL VECCHIO	11/14/16	Mileage 9/4-10/27/16: Deliver newsletters, Walking Books, Staff Development Day	\$62.42
0	888	ALLIANCE BANK	11/14/16	Direct Deposit Fees - October 2016	\$36.70
35078	889	BAKER & TAYLOR	11/14/16	Books, Continuations, AV, Auto. Yours	\$13,660.43
35079	890	BAKER & TAYLOR ENTERTAIN	11/14/16	DVDs	\$1,015.45
35080	891	CENTURYLINK	11/14/16	Rens: Local phone & fax service November 2016	\$419.69
35081	892	KIM DELGER	11/14/16	ILF Conference expenses; Mileage 11/9/16 ILF Conference	\$154.95
35082	893	MELISSA J. WIDNER	11/14/16	Mileage 11/7/16: Makerspace Counterparts	\$73.44
35083	894	MOTION PICTURE LICENSING	11/14/16	License Certificate - Wheatfield Lib (1/3/2017 - 1/3/2018)	\$107.50
35084	895	REPUBLIC SERVICES #715	11/14/16	Wh: Trash Service-November 2016	\$82.15
35085	896	THREE TREE INVESTMENTS L	11/14/16	WH: Paver stones project materials & labor	\$2,551.50
35086	897	TRUGREEN PROCESSING CE	11/14/16	Wh: Lawn fertilization	\$91.00

Total Amount of Claims \$180,717.43

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, November 14, 2016

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$180,717.43

Date this 14th day of November, 2016.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Dec

**Agenda
Jasper County Public Library
Board of Trustees Meeting
Monday, December 12, 2016, 6pm
Rensselaer Public Library**

Opening of Meeting

Moment of Silence

Approval of Consent Agenda & Consent Agenda Items

Action

Minutes of November Board Meeting
Bills/Financial Reports

General Business

DeMotte Tile Floor Update (R 12)
Personnel Policy Revision (R 12)
2017 Salary Increase (R 13)
LIRF Transfers (R 13)
Election of Officers (R 13)
End of December Board Meeting (R 13)

Information
Action
Action
Action
Action
Information

Director's Report (R 12-R 16)

Information

Items for Future Agendas

Public Forum

Adjournment

MINUTES

Jasper County Public Library Board of Trustees
6:00 PM

November 14, 2016
Rensselaer Library

Present: Kevin Kaluf, Natalie Waling, Mark Heinig, Jody Melton, Deana George, Janelle Harper, Janet Umlauf, Patricia Stringfellow, Rayann Gilmore, Rebecca Amalong, Sheila Maxwell

Absent:

Agenda & Consent Agenda Approval: The Agenda was amended to include the DeMotte Tile Floor under General Business on a motion by J. Umlauf, seconded by K. Kaluf. Motion passed. The Agenda and Consent Agenda items that included the October Board Meeting Minutes, bills/financial reports, Salary Ordinance update, Meeting Room Policy review, and Circulation Policy revisions were approved on a motion by M. Heinig and seconded by N. Waling. Motion passed.

Technical Services Librarian & Systems Administrator Annual Reports: Rebecca Amalong, Technical Services Librarian, reported that she has been working with a number of people on staff on SRCS, the new state interlibrary loan system. There have been a lot of struggles with the new system since the soft launch in August. Some training was received but all of our questions about how the system would work with TLC were not answered before the launch. Becky and others have continued to work with TLC, Autographics, and the State Library to work out the bugs. The Digital Access Cards were distributed to the schools again this year. Becky worked with Sheila to get the list of cards into a spreadsheet to be sent to TLC, who created the patron records. Becky attended the TLCU conference with Mary Molenaar, Linda Poortenga, and Debbie Kristoff. She learned that TLC is reevaluating their whole Library.Solution product and re-working the LS2Staff circulation module. She was also able to attend three sessions dedicated to the new cataloging module which will be available to early adopters in 2017. Becky was selected to be part of a Panel discussion at TLCU about our Digital Access Cards. Also on the Panel were representatives from Los Angeles Public Library and Oklahoma City Public Library to discuss their digital access card programs. Our program differed from theirs since they are much larger systems and were also giving limited access to materials in addition to online databases. Our program is much simpler by design. The annual purge of inactive patron records was done in the spring. Becky worked with Laurie Steele to get a list of our juvenile holdings together so that the Read the Books Accelerated Reader Lists database could be updated. The entire Technical Services staff attended Active Shooter training this year and have discussed their plan of action. Becky and Mary were both able to attend the Civil War Generals portrait exhibit at the Fort Wayne Art Museum to see General Milroy's portrait and see the artifacts displayed. Becky was also able to attend one-on-one LS2Staff training in September.

Sheila Maxwell, Systems Administrator, presented five impacts from the previous year. The first being work on issues with LS2Staff. She explained that since June 2014 TLC has been pushing us to migrate from our current classic circ to the web based LS2Staff circulation system. We tested LS2Staff in February 2015 and found major issues with fines, holds, and slowness so migration was put on hold. TLC support has continued to tell us every time we have issues with classic circ that we should be using LS2Staff. Staff has received training on LS2Staff and as they use it have been listing the issues that need to be addressed. We will not migrate until the deal breaker issues have been fixed. Sheila has continued to set up new PCs. We have a five year replacement schedule for PCs and Rensselaer's flood in 2014 put us greatly behind schedule. The 2014 and 2015 PCs and been set up and the 2016 PCs have been ordered and arrived. The next step will

be determining which old PCs to sell and then preparing them for sale. A server hard drive expansion project was done at the DeMotte Library. The backup for the Rensselaer Library's server goes to the DeMotte Library's server every night. This backup had gotten too big, filled the hard drive space, and caused the Demotte server to go offline. Four drives were added to upgrade the server. Everything went wrong with this project and we ended up replacing RAM that went bad and a RAID card that wouldn't handle the amount of drivers needed. Sheila also worked on E-rate and learning about the changes to the program. This included watching webinars, reading news briefs and blog posts so that paperwork could be filed. E-rate allows the library to receive discounts on telephone and internet services. The internet services will be upgraded in 2017. The online yearbooks were introduced to the public during National Library Week in April. Sheila did a lot of work converting the digitized yearbooks and uploading them to Internet Archive. In all, 89 DeMotte yearbooks and 99 Rensselaer yearbooks were digitized. As of October, the DeMotte yearbooks have been viewed 4073 times and the Rensselaer yearbooks have been viewed 5173 times since they were launched.

Dental Insurance: We have received our dental insurance renewal information. There is a 2.41% increase and no change in coverage. M. Heinig moved to continue with the current dental insurance plan for 2017, seconded by D. George. Motion passed.

Personnel Policy Revision: There are new Department of Labor Rules that will go into effect December 1, 2016 that impact exempt and non-exempt employee status. New salary thresholds will go into effect December 1, 2016 that require exempt employees to be paid a minimum of \$913/week (\$47,476 annually). Our minimum salaries do not meet this new standard. Since salary thresholds will change, JCPL positions classified exempt will no longer be classified exempt on December 1 with one exception. The only JCPL position that can maintain the exempt classification is the Director position. Job descriptions will be revised accordingly. Beginning December 1, 2016 the following positions will be salaried/non-exempt: Business Manager, Systems Administrator, Technical Services Librarian, Headquarters Librarian, DeMotte Branch Manager, and Wheatfield Branch Manager. Overtime for these classifications will be compensated with comp time instead of overtime pay, and comp time will accrue at a rate of 1 ½ hours for every hour of overtime earned. Comp time may be accrued up to a maximum of 40 hours. Beginning December 1, 2016 Children's Librarians/Specialists will be hourly/non-exempt. These positions will now be classified hourly because they are only 35 hours per week. Children's Librarians/Specialists may work more than 35 hours per week with the approval of their supervisor. Supervisor approval is necessary because these employees will have to reduce their hours within the next pay period due to budgetary concerns and future department schedules will be impacted. All of these changes require us to revise our Personnel Policy language as presented in your board packet. Our approach has been drafted after conversation with our employment law attorney, reading a lot of employment literature/bulletins, and attending an HR training at the Indiana State Library. J. Umlauf moved to revise the Personnel Policy as presented, seconded by J. Harper. Motion passed.

Resolution to Establish Internal Controls: The Library Board is required to adopt Internal Control Standards and System by the end of 2016. There are specific requirements for this work as named in the State Board of Account's Uniform Internal Control Standards for Indiana Political Subdivisions. Management is responsible for design and implementation while the Board oversees and monitors the controls that are implemented. P. Stringfellow and R. Gilmore have been working on our standards and systems for the past eight months. We had to learn and understand the SBoA's requirements and then draft the design. We focused on five key accounting areas to

begin: receipts, bank reconciliation, vendor disbursements, payroll, and financial reporting. We will be adding accounting areas in future years, but for now we have met the requirement of SBoA. Additionally we have created a list of Internal Control Related Components, a list that an auditor can quickly review to know what other related policies and guidelines we have in place and where they can be found. All of these items have been placed into a manual that will be kept in the business office. M. Heinig moved to adopt the content contained in the binder as Jasper County Public Library's Internal Control Standards and System, seconded by N. Waling, Motion passed.

2017 Slate of Officers: J. Umlauf presented the nominees for the following 2017 offices: J. Melton, President; J. Umlauf, Vice-President; N. Waling, Secretary; M. Heinig, Treasurer; and J. Harper, Assistant Treasurer. The board will vote on the new slate at the December meeting.

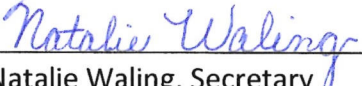
Year-End Board Meeting: The year-end meeting to approve final bills, transfers and encumbrances for the year, is tentatively scheduled for Wednesday, Dec. 28th, at 8:30 AM with M. Heinig, D. George, and J. Umlauf planning to attend. We need at least 4 board members for a quorum.

DeMotte Tile Floor: The tile floor in the foyer at the DeMotte Library buckled in 2013. The flood at the Rensselaer Library in 2014 and the purchase of property in 2015 prevented a new tile floor being installed until 2016. Quotes for this project were requested in August 2016 from Thomas Floor, Three Tree Investments, and R. A. McDaniel with a deadline of August 15. Thomas Floor indicated that they would not be quoting, Three Tree Investments turned in a quote by the deadline, and R. A. McDaniel missed the deadline. Since Three Tree Investments is owned by the spouse of a library staff member, we thought that it was prudent to have a second quote before accepting. R. A. McDaniel was contacted and asked if he would be turning in a quote. He was given extra time to get a quote together. A quote was received from R. A. McDaniel but it was higher than the quote from Three Tree Investments. The quote from Three Tree Investments was accepted. Tile for the project was chosen to be the same size as what was previously in the foyer, skid resistant, and durable. The project was completed on October 31, but not as expected. The tiles were misaligned, there were inconsistent grout lines, stained wallpaper from the grout, and some holes in grout in the men's restroom. The contractor and P. Stringfellow did a walk-through of the project and went over the issues. The library and the contractor are both unhappy with the results of the project. The contractor explained that there were some problems with the installation including the hallway walls not being parallel and a 1" difference in the concrete floor height in the women's restroom. P. Stringfellow also explained that the tile chosen is very utilitarian and not visually appealing. An action plan has been created to address the corrections that need to be made. The area between the restroom doors with inconsistent grout lines has been corrected, walls will be painted, a haze remover will be applied, and an application for adding shine to the tiles is being researched. Three Tree Investments has done good work for the library in the past, so we are confident that with this action plan the issues will be made right. The Board will receive an update at the December meeting.

Director's Report: The Board received a Thank You note from Mary Molenaar for sending her to TLCU conference. New pavers have been installed at the Wheatfield Library to replace a crumbling section. The new pavers are a different color than the existing ones. That color of paver has been discontinued and to get a color that would match more closely would require ordering 3000 sq. ft. since it is a commercial paver. The repair is about 300 sq. ft. The new pavers will be stained to blend in better with the existing pavers. In October we discussed the fact that we had

purchased a home adjacent to DeMotte Library in 2015 and that there are two other homes located next to DeMotte Library that might be advantageous to own. Attorney, Ed Dumas, advised the Board that the first step to explore this possibility would be to draft a letter of introduction to the property owners. This letter would tell them who we are and invite them to discuss the library's interest in their property. The Board directed Ed to draft this letter of introduction to be sent to the property owners. Letters have been drafted, signed by J. Melton, and mailed. P. Stringfellow received a telephone call from one of the property owners. Ed Dumas, P. Stringfellow, and a representative for the property owner will meet to discuss the library's interest. On Thursday, December 1, 2016 at 10am the Library is partnering with CDC Resources Inc. to celebrate our state's bicentennial with a program entitled, "Snapping, Mapping and Rapping in Jasper County: A Bicentennial Celebration." This project allows interested CDC clients to learn fundamentals of photography, take photographs of Jasper County features, and display their work in a library photo exhibit in December 2016 in celebration of Indiana's bicentennial. In addition, we have written a Jasper County rap, which expresses in rhyme the many features of Jasper County as expressed by CDC clients, modeling after "Indiana Chant" by Hoosier author April Pulley Sayre, with her permission. CDC clients who have presentation skills will present their rap with props and dramatic flair at a library event that includes the opening of the art exhibit and refreshments. This program has been officially endorsed as an Indiana Bicentennial Legacy Project by the Indiana Bicentennial Commission.

Adjournment: With no further matters for discussion, J. Umlauf moved, seconded by J. Harper to adjourn the meeting at 7:48 PM.



Natalie Waling, Secretary



Attest: Jody Melton, President

CIRCULATION BY HOLDINGS CODE
November 2016

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	0	0	0	0
Award Winner JE (DAJE)	0	0	0	0
Award Winner JFIC (DAJFIC)	35	1	0	36
Award Winner JNF (DAJNF)	0	0	0	0
Award Winner JPFIC (DAJPBF)	0	0	0	0
Award Winning fiction (DAWFIC)	0	0	0	0
Award Winning non-fiction (DAWNF)	0	0	0	0
Award Winner YAFIC (DAYAF)	0	0	0	0
Award Winner YAPFIC (DAYPBF)	0	0	0	0
Biography (DBIO)	25	2	0	27
Blu-Ray (DBR)	78	2	1	81
Books on CD (DBKCD)	164	3	7	174
Books on Tape (DBKT)	0	0	0	0
Compact Disc (DCD)	104	7	0	111
Digital Audiobooks (DDA)	17	1	0	18
DVD (DDVD)	1110	53	4	1167
Equipment (DEQP)	41	0	0	41
See librarian (DERR)	0	0	0	0
Express Book (DEXP)	3	0	0	3
Fiction (DFIC)	466	30	12	508
Fiction Fantasy (DFICF)	3	0	0	3
Fiction Mystery (DFICM)	73	15	0	88
Fiction New (DFICNEW)	380	13	14	407
Fiction Science Fiction (DFICSF)	5	0	0	5
Fiction Western (DFICW)	3	0	0	3
Genealogy (DGENE)	0	0	0	0
Genealogy Mag (DGMAG)	0	0	0	0
Graphic Novels (DGN)	51	0	0	51
Hanging Bags (DHANG)	28	0	0	28
ILL (DILL)	61	2	0	63
Internet (DINTER)	570	0	0	570
Juv. Audio book (DJAUDB)	6	0	0	6
Juv. Biography (DJBIO)	46	4	2	52
Juv. Book on CD (DJBKCD)	0	0	0	0
Juv. Book on Tape (DJBKT)	0	0	0	0
Juv. Compact Disc (DJCD)	32	0	0	32
Juvenile Easy (DJE)	786	10	2	798
Juv. Easy Non-fiction (DJENF)	21	1	0	22
Juv. Easy Reader (DJER)	288	1	1	290
Juv. Fiction (DJFIC)	409	18	3	430
Juv. Holiday books (DJHOL)	175	10	1	186
Juv. Magazine (DJMAG)	36	0	0	36
Juv. Music Cassette (DJMC)	0	0	0	0
Juv. Nonfiction (DJNF)	225	10	4	239
Juv. Nonfic Text Bk (DJNFTB)	0	0	0	0
Juv. Paperback fic (DJPBF)	0	0	0	0
Juv. Professional Coll. (DJPRO)	0	0	0	0
Juv. Reference (DJREF)	0	0	0	0
Juv. Toddler (DJTOD)	204	0	0	204

Large Print Fiction (DLPF)	143	16	1	160
Large Print Nonfic (DLPNF)	10	2	0	12
Magazine (DMAG)	570	3	0	573
Music Cassette (DMCAS)	0	0	0	0
Nonfiction 000 (DNF000)	4	0	0	4
Nonfiction 100 (DNF100)	11	0	0	11
Nonfiction 200 (DNF200)	21	1	0	22
Nonfiction 300 (DNF300)	28	5	0	33
Nonfiction 400 (DNF400)	1	0	0	1
Nonfiction 500 (DNF500)	15	0	2	17
Nonfiction 600 (DNF600)	106	6	8	120
Nonfiction 700 (DNF700)	37	2	2	41
Nonfiction 800 (DNF800)	20	3	1	24
Nonfiction 900 (DNF900)	46	3	2	51
Nonfiction Blu-Ray (DNFBR)	0	0	0	0
Nonfiction DVD (DNFDVD)	78	0	1	79
Nonfiction (DNFIC)	4	0	0	4
Nonfiction New (DNFNEW)	80	5	5	90
Nonfiction VHS (DNFVHS)	0	0	0	0
Oversize (DOVER)	2	0	0	2
Professional Coll. (DPROF)	0	0	0	0
Parent Shelf Juv. Fic (DPSJFic)	0	0	0	0
Parent Shelf Juv. NF (DPSJNF)	0	0	0	0
Reference (DREF)	0	0	0	0
Ref. Magazine (DRMAG)	0	0	0	0
Reference Software (DRSW)	0	0	0	0
Spanish Collection (DSPA)	2	0	0	2
Software (DSWAR)	2	0	0	2
Vertical File (DVF)	0	0	0	0
VHS (DVHS)	0	0	0	0
YA Audio book (DYAUDB)	11	0	1	12
YA Biography (DYAB)	3	0	0	3
YA Books on CD (DYABKCD)	0	0	0	0
YA Books on Tape (DYABKT)	0	0	0	0
YA Fiction (DYAF)	72	1	9	82
YA Music CD (DYACD)	0	0	0	0
YA Nonfiction (DYANF)	4	0	1	5
YA Paperback Fic (DYAPBF)	0	0	0	0
Storage (DZSTO)	4	0	0	4
Award Winner JBIO (RAJBIO)	0	0	0	0
Award Winner JE (RAJE)	0	0	0	0
Award Winner JFIC (RAJFIC)	0	0	0	0
Biography (RBIO)	2	15	0	17
Blu-Ray (RBR)	0	305	0	305
Books on CD (RBKCD)	9	151	4	164
Books on Tape (RBKT)	0	0	0	0
Compact Disc (RCD)	3	244	0	247
Digital Audiobooks (RDA)	2	24	0	26
DVD (RDVD)	16	2286	11	2313
Equipment (REQP)	0	2	0	2
See librarian (RERR)	0	0	0	0
Express Book (REXP)	0	1	0	1
Fiction (RFIC)	13	504	16	533
Fiction New (RFICNEW)	22	378	17	417

Genealogy (RGENE)	0	3	0	3
Genealogy Mag (RGMAG)	0	2	0	2
Gen. Milroy Coll (RGMIL)	0	0	0	0
Graphic Novels (RGN)	0	118	0	118
Hanging Bag (RHANG)	0	19	0	19
ILL (RILL)	1	63	1	65
Internet (RINTER)	0	1070	0	1070
Juv. Audio book (RJAUDB)	1	15	0	16
Juv. Biography (RJBIO)	4	28	0	32
Juv. Book on CD (RJBKCD)	0	0	0	0
Juv. Book on Tape (RJBKT)	0	0	0	0
Juv. Compact Disc (RJCD)	2	35	0	37
Juvenile Easy (RJE)	13	725	11	749
Juv. Easy Non-fiction (RJENF)	6	47	3	56
Juv. Easy Reader (RJER)	6	340	0	346
Juv. Fiction (RJFIC)	13	574	6	593
Juv. Magazine (RJMAG)	0	36	0	36
Juv. Music Cassette (RJMC)	0	0	0	0
Juv. Nonfiction (RJNF)	15	342	6	363
Juv. Paperback fic (RJPBF)	0	0	0	0
Juv. Professional Coll. (RJPRO)	0	0	0	0
Juv. Reference (RJREF)	0	0	0	0
Juv. Toddler (RJ TOD)	0	175	1	176
Large Print Fiction (RLPF)	9	178	4	191
Large Print Nonfic (RLPNF)	0	7	0	7
Magazine (RMAG)	0	346	0	346
Music Cassette (RMCAS)	0	0	0	0
Non-Fiction 000 (RNF000)	0	2	0	2
Non-Fiction 100 (RNF100)	4	22	0	26
Non-Fiction 200 (RNF200)	3	12	0	15
Non-Fiction 300 (RNF300)	4	41	0	45
Non-Fiction 400 (RNF400)	0	10	0	10
Non-Fiction 500 (RNF500)	1	9	0	10
Non-Fiction 600 (RNF600)	15	175	9	199
Non-Fiction 700 (RNF700)	3	50	1	54
Non-Fiction 800 (RNF800)	0	11	0	11
Non-Fiction 900 (RNF900)	4	48	0	52
Nonfiction Blu-Ray (RNFBR)	0	18	0	18
Nonfiction DVD (RNFDVD)	3	119	4	126
Nonfiction (RNFIC)	0	0	0	0
Nonfiction new (RNFNEW)	3	152	4	159
Nonfiction VHS (RNFVHS)	0	0	0	0
Oversize (ROVER)	0	3	0	3
Professional Coll. (RPRO)	0	1	0	1
Reference (REF)	0	1	0	1
Reference Business (RREFB)	0	0	0	0
Ref. Magazine (RRMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RRSW)	0	0	0	0
Spanish Collection (RSPA)	0	9	0	9
Software (RSWAR)	0	4	0	4
Vertical File (RVF)	0	0	0	0
VHS (RVHS)	0	0	0	0
YA Audio book (RYAUDB)	1	5	0	6
YA Biography (RYAB)	0	0	0	0

YA Books on CD (RYABKCD)	0	0	0	0
YA Books on Tape (RYABKT)	0	0	0	0
YA Fiction (RYAF)	2	95	6	103
YA Music CD (RYACD)	1	38	0	39
YA Nonfiction (RYANF)	0	3	0	3
YA Paperback Fic (RYAPBF)	0	0	0	0
Storage (RZSTO)	0	0	0	0
Award Winner JE (WAJE)	0	0	0	0
Biography (WBIO)	4	0	12	16
Blu-Ray (WBR)	0	2	162	164
Books on CD (WBKCD)	10	11	117	138
Books on Tape (WBKT)	0	0	0	0
Compact Disc (WCD)	6	5	80	91
Digital Audiobooks (WDA)	0	1	18	19
DVD (WDVD)	11	22	1327	1360
Equipment (WEQP)	0	0	52	52
See librarian (WERR)	0	0	0	0
Express Book (WEXP)	0	0	1	1
Fiction (WFIC)	28	19	332	379
Fiction Fantasy (WFICF)	0	1	1	2
Fiction Mystery (WFICM)	7	3	60	70
Fiction New (WFICNEW)	23	18	233	274
Fiction Science Fiction (WFICSF)	0	2	5	7
Fiction Western (WFICW)	0	1	1	2
Genealogy (WGENE)	0	0	0	0
Genealogy Mag (WGMAG)	0	0	0	0
Graphic Novels (WGN)	4	0	20	24
Hanging Bags (WHANG)	1	1	11	13
ILL (WILL)	0	1	37	38
Internet (WINTER)	0	0	378	378
Juv. Audio book (WJAUDB)	4	2	7	13
Juv. Biography (WJBIO)	0	2	15	17
Juv. Book on CD (WJBKCD)	0	0	0	0
Juv. Book on Tape (WJBKT)	0	0	0	0
Juv. Compact Disc (WJCD)	0	1	16	17
Juvenile Easy (WJE)	31	15	416	462
Juv. Easy Non-fiction (WJENF)	0	1	44	45
Juv. Easy Reader (WJER)	11	2	246	259
Juv. Fiction (WJFIC)	27	16	332	375
Juv. Magazine (WJMAG)	0	0	6	6
Juv. Music Cassette (WJMC)	0	0	0	0
Juv. Nonfiction (WJNF)	5	21	162	188
Juv. Paperback fic (WJPBF)	0	0	0	0
Juv. Professional Coll. (WJPRO)	0	0	0	0
Juv. Reference (WJREF)	0	0	2	2
Juv. Toddler (WJTOD)	2	1	214	217
Large Print Fiction (WLPF)	26	20	143	189
Large Print Nonfic (WLPNF)	0	0	13	13
Magazine (WMAG)	6	0	196	202
Non-Fiction 000 (WNF000)	0	0	1	1
Non-Fiction 100 (WNF100)	2	1	4	7
Non-Fiction 200 (WNF200)	0	1	5	6
Non-Fiction 300 (WNF300)	1	1	18	20
Non-Fiction 400 (WNF400)	0	0	1	1

Non-Fiction 500 (WNF500)	0	0	9	9
Non-Fiction 600 (WNF600)	4	5	72	81
Non-Fiction 700 (WNF700)	0	1	19	20
Non-Fiction 800 (WNF800)	0	0	3	3
Non-Fiction 900 (WNF900)	1	0	30	31
Nonfiction Blu-Ray (WNFBR)	0	0	0	0
Nonfiction DVD (WNFDVD)	0	1	55	56
Nonfiction (WNFIC)	1	0	1	2
Nonfiction New (WNFNEW)	8	6	47	61
Nonfiction VHS (WNFVHS)	0	0	1	1
Professional Coll. (WPROF)	0	0	0	0
Parent Shelf Juv. Fic (WPJF)	0	0	0	0
Parent Shelf Juv. NF (WPSJNF)	0	0	0	0
Reference (WREF)	0	0	0	0
Ref. Magazine (WRMAG)	0	0	0	0
Reference Software (WRSWAR)	0	0	0	0
Spanish Collection (WSPA)	0	0	2	2
Software (WSWAR)	0	0	2	2
Vertical File (WVF)	0	0	0	0
VHS (WVHS)	0	0	0	0
YA Audio book (WYAUSB)	0	0	0	0
YA Biography (WYAB)	0	0	0	0
YA Books on CD (WYABKCD)	3	1	1	5
YA Books on Tape (WYABKT)	0	0	0	0
YA Fiction (WYAF)	12	17	119	148
YA Music CD (WYACD)	0	0	0	0
YA Nonfiction (WYANF)	0	0	4	4
YA Paperback Fic (WYAPBF)	0	0	0	0
Storage (WZSTO)	0	0	0	0
TOTAL	7138	9293	5241	21672

CIRCULATION BY HOLDINGS CODE
November 2016

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	0	0	0
Award Winner JE (AJE)	0	0	0	0
Award Winner JFIC (AJFIC)	35	1	0	36
Award Winner JNF (AJNF)	0	0	0	0
Award Winner JPFIC (AJPF)	0	0	0	0
Award Winning fiction (AWFIC)	0	0	0	0
Award Winning non-fiction (AWNFI)	0	0	0	0
Award Winner YAFIC (AYAF)	0	0	0	0
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	31	17	12	60
Blu-Ray (BR)	78	327	163	568
Books on CD (BKCD)	183	165	128	476
Books on Tape (BKT)	0	0	0	0
Compact Disc (CD)	113	256	80	449
Digital Audiobooks (DA)	19	26	18	63
DVD (DVD)	1137	2361	1342	4840
Equipment (EQP)	41	2	52	95
See librarian (ERR)	0	0	0	0

Express Book (EXP)	3	1	1	5
Fiction (FIC)	507	553	360	1420
Fiction Fantasy (FICF)	3	1	1	5
Fiction Mystery (FICM)	80	18	60	158
Fiction New (FICNEW)	425	409	264	1098
Fiction Science Fiction (FICSF)	5	2	5	12
Fiction Western (FICW)	3	1	1	5
Genealogy (GENE)	0	3	0	3
Genealogy Mag (GMAG)	0	2	0	2
Gen. Milroy Coll (GMIL)	0	0	0	0
Graphic Novels (GN)	55	118	20	193
Hanging Bags (HANG)	29	20	11	60
ILL (ILL)	62	66	38	166
Internet (INTR)	570	1070	378	2018
Juv. Audio book (JAUDB)	11	17	7	35
Juv. Biography (JBIO)	50	34	17	101
Juv. Book on CD (JBCD)	0	0	0	0
Juv. Book on Tape (JBKT)	0	0	0	0
Juv. Compact Disc (JCD)	34	36	16	86
Juvenile Easy (JE)	830	750	429	2009
Juv. Easy Non-Fiction (JENF)	27	49	47	123
Juv. Easy Reader (JER)	305	343	247	895
Juv. Fiction (JFIC)	449	608	341	1398
Juv. Holiday (JHOL)	175	10	1	186
Juv. Magazine (JMAG)	36	36	6	78
Juv. Music Cassette (JMC)	0	0	0	0
Juv. Nonfiction (JNF)	245	373	172	790
Juv. Nonfic Text Bk (JNFT)	0	0	0	0
Juv. Paperback fic (JPBF)	0	0	0	0
Juv. Professional Coll. (JPRO)	0	0	0	0
Juv. Reference (JREF)	0	0	2	2
Juv. Toddler (JTOD)	206	176	215	597
Large Print Fiction (LPF)	178	214	148	540
Large Print Nonfic (LPNF)	10	9	13	32
Magazine (MAG)	576	349	196	1121
Music Cassette (MCAS)	0	0	0	0
Non-Fiction 000 (NF000)	4	2	1	7
Non-Fiction 100 (NF100)	17	23	4	44
Non-Fiction 200 (NF200)	24	14	5	43
Non-Fiction 300 (NF300)	33	47	18	98
Non-Fiction 400 (NF400)	1	10	1	12
Non-Fiction 500 (NF500)	16	9	11	36
Non-Fiction 600 (NF600)	125	186	89	400
Non-Fiction 700 (NF700)	40	53	22	115
Non-Fiction 800 (NF800)	20	14	4	38
Non-Fiction 900 (NF900)	51	51	32	134
Non-Fiction Blu-Ray (NFBR)	0	0	0	0
Non-Fiction DVD (NFDVD)	81	120	60	261
Nonfiction (NFIC)	5	0	1	6
Nonfiction New (NFNEW)	91	163	56	310
Nonfiction VHS (NFVH)	0	0	1	1
Oversize (OVER)	2	3	0	5
Professional Coll. (PROF)	0	1	0	1
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	0	0	0	0

Reference (REF)	37	64	30	131
Reference Business (REFB)	0	0	0	0
Ref. Magazine (RMAG)	0	0	0	0
Ready Reference (RRR)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	2	9	2	13
Software (SWAR)	2	4	2	8
Vertical File (VF)	0	0	0	0
VHS	0	0	0	0
YA Audio book (YAUDB)	12	5	1	18
YA Biography (YAB)	3	0	0	3
YA Books on CD (YABKCD)	3	1	1	5
YA Books on Tape (YABKT)	0	0	0	0
YA Fiction (YAF)	86	113	134	333
YA Music CD (YACD)	1	38	0	39
YA Nonfiction (YANF)	4	3	5	12
YA Paperback Fic (YAPBF)	0	0	0	0
Storage (ZSTO)	4	0	0	4
				0
Free reads	277	104	60	441
Games/Puzzles	0	49	0	49
Talking books	0	0	0	0
Assignment Shelf Books	0	0	0	0
TOTAL	7452	9509	5331	22292

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1485	1303	900	3688
Nonfiction	571	744	339	1654
CHILDREN'S BOOKS				
Fiction	1825	1878	1232	4935
Nonfiction	497	466	239	1202
YA BOOKS				
Fiction	141	231	154	526
Nonfiction	7	3	5	15
Magazines, Adult	576	351	196	1123
Magazines, Children	36	36	6	78
Sound Recordings, adult	330	453	228	1011
Sound Recordings, ch	75	111	34	220
Online databases	0	0	0	0
Software	2	4	2	8
Vertical file	0	0	0	0
VHS/DVD/Blu-Ray	1296	2808	1566	5670
Equipment	41	2	52	95
Total	6882	8390	4953	20225
A-V Circulation	1703	3376	1830	6909
A-V Circulation as % of total	24.7%	40.2%	36.9%	34.2%

November 2016

DEMOTTE			RENSSELAER			WHEATFIELD			Total Circ.
Added	Withdrew	Circu-	Added	Withdrew	Circu-	Added	Withdrew	Circu-	
Vols.	Vols.	lation	Vols.	Vols.	lation	Vols.	Vols.	lation	
1	1	1	1	1	1	1	1	1	3
2	2	2	2	2	2	2	2	2	6
3	3	3	3	3	3	3	3	3	9
4	4	4	4	4	4	4	4	4	12
5	5	5	5	5	5	5	5	5	15
6	6	6	6	6	6	6	6	6	18
7	7	7	7	7	7	7	7	7	21
8	8	8	8	8	8	8	8	8	24
9	9	9	9	9	9	9	9	9	27
10	10	10	10	10	10	10	10	10	30
11	11	11	11	11	11	11	11	11	33
12	12	12	12	12	12	12	12	12	36
13	13	13	13	13	13	13	13	13	39
14	14	14	14	14	14	14	14	14	42
15	15	15	15	15	15	15	15	15	45
16	16	16	16	16	16	16	16	16	48
17	17	17	17	17	17	17	17	17	51
18	18	18	18	18	18	18	18	18	54
19	19	19	19	19	19	19	19	19	57
20	20	20	20	20	20	20	20	20	60
21	21	21	21	21	21	21	21	21	63
22	22	22	22	22	22	22	22	22	66
23	23	23	23	23	23	23	23	23	69
24	24	24	24	24	24	24	24	24	72
25	25	25	25	25	25	25	25	25	75
26	26	26	26	26	26	26	26	26	78
27	27	27	27	27	27	27	27	27	81
28	28	28	28	28	28	28	28	28	84
29	29	29	29	29	29	29	29	29	87
30	30	30	30	30	30	30	30	30	90
31	31	31	31	31	31	31	31	31	93
32	32	32	32	32	32	32	32	32	96
33	33	33	33	33	33	33	33	33	99
34	34	34	34	34	34	34	34	34	102
35	35	35	35	35	35	35	35	35	105
36	36	36	36	36	36	36	36	36	108
37	37	37	37	37	37	37	37	37	111
38	38	38	38	38	38	38	38	38	114
39	39	39	39	39	39	39	39	39	117
40	40	40	40	40	40	40	40	40	120
41	41	41	41	41	41	41	41	41	123
42	42	42	42	42	42	42	42	42	126
43	43	43	43	43	43	43	43	43	129
44	44	44	44	44	44	44	44	44	132
45	45	45	45	45	45	45	45	45	135
46	46	46	46						

XX										
ADULT BOOKS										
Fiction	135	1	1,485	94	130	1,303	110	3	900	3,688
Nonfiction	46	6	571	33	234	744	35	2	339	1,654
CHILDREN'S BKS										
Fiction	71	2	1,825	62	735	1,878	70	3	1,232	4,935
Nonfiction	8	2	497	7	2	466	3	0	239	1,202
YA BOOKS										
Fiction	25	0	141	14	36	231	25	0	154	526
Nonfiction	3	0	7	0	0	3	0	0	5	15
Magazines,Adult			576			351			196	1,123
Magazines, Child			36			36			6	78
Games, Toys										0
Sound Rec/Adult	15	11	330	26	0	453	15	0	228	1,011
Sound Rec/Child	9	0	75	9	0	111	4	0	34	220
Online Databases	0	0	0	0	0	0	0	0	0	0
Software	0	0	2	0	1	4	0	0	2	8
Vertical Files	0	0	0	0	0	0	0	0	0	0
VHS/DVD/BluRay	19	0	1,296	38	281	2,808	21	0	1,566	5,670
Equipment			41			2			52	95
TOTAL	331	22	6,882	283	1419	8,390	283	8	4,953	20,225

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	77,924	74,430	58,920
Circulation Increase/Decrease	-6.1%	6.6%	-5.9%

MONTHLY SYSTEM STATISTICS	2015	2016	% change
Current month's Circulation	20,467	20,225	-1.2%
Jan. to date circulation	259,121	240,924	-7.0%



DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
21,878	22,012	15,504	15,468	16,183	16,290 Fiction
18,052	18,092	20,538	20,337	9,405	9,438 Nonfiction
					CHILDREN'S BKS
15,889	15,958	14,072	13,399	12,600	12,667 Fiction
8,571	8,577	6,926	6,931	6,436	6,439 Nonfiction
					YA BOOKS
2,325	2,350	3,305	3,283	2,957	2,982 Fiction
533	536	538	538	166	166 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	0	0	0	0 Games, Toys
3,953	3,957	24	50	4,387	4,402 Sound Rec/Adult
679	688	4,304	4,313	936	940 Sound Rec/Child
18	18	610	610	7	7 Online Databases
209	209	18	17	-11	-11 Software
-60	-60	169	169	4	4 Vertical Files
5,450	5,469	9,416	9,173	5,518	5,539 VHS/DVD/Blu-ray
118	118	142	142	57	57 Equipment
77,615	77,924	75,566	74,430	58,645	58,920 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT R5

November 2016

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
		Hrs.		Hrs.		Hrs.		
INTRALIBRARY LOANS FILLED	189	41	145	31	243	53	577	125
LOCAL HISTORY								
In person	3	1	7	2	5	1	15	4
Letters written	5	5	1	1	0	0	6	6
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use-Wired	570	24	1070	45	378	16	2018	84
Internet use-Wireless	2100		3390		810		6300	
Computer software used	90	8	101	8	82	7	273	23
VCR Use	0	0	0	0	0	0	0	0
Microforms	12	2	18	2	0	0	30	4
CD ROM/Online databases	162	14	172	14	64	5	398	33
Public FAX24	16		25		12		53	
Typewriter use	0	0	0	0	0	0	0	0
Other equipment used	0	0	5	2	0	0	5	2
OTHER LIBRARY SERVICES USED								
One-on-One Instruction	2		12		0		14	
Outreach activities	49	49	10	7	0	0	59	39
Notarized documents	6	2	5	1	3	1	14	4
Meeting Room Use (no. of group)	47	16	47	16	34	11	128	43
Study room use	42	4	51	4	37	3	130	11
Proctoring	0	0	2	1	0	0	2	1
Tax Forms distributed	0	0	0	0	0	0	0	0
Pull Requests	0	0	0	0	0	0	0	0
E-books downloaded							1698	
IN-HOUSE USE ITEMS	28		94		107		229	
SELF-CHECKOUT USE	181		971		311		1463	
INTERLIBRARY LOANS								
Requests made for:	51	13	64	16	34	9	149	37
Items rec'd for:	37	19	63	32	30	15	130	65
Items requested by other libraries	5		32		3		40	
Items supplied to other libraries	5	3	32	16	3	2	40	20

REGISTRATIONS

Total Borrowers	7736	11536	4924	24196
Non-resident, paying	1	0	0	1
PLAC card users	0	1	0	1
Reciprocal borrowers	306	501	136	943
Number of New Patrons Added	30	31	25	

PROGRAMS

	DeMotte	Rensselaer	Wheatfield	TOTAL	HOURS SPENT
	Hrs.	Hrs.	Hrs.		

Programs for all ages	0	0	2	12	2	12	4	24
Children's Programs (0-13)	9	54	23	138	13	78	45	270
Number attending	91		202		198		491	
YA Programs (14-17)	2	12	1	6	1	6	4	24
Number attending	7		8		14		29	
Adult Programs	5	30	7	42	1	6	13	78
Number attending	75		79		88		242	
Senior Citizen Programs	11	66	6	36	3	18	20	120
Number attending	67		24		23		114	
Total Number of Programs	27	162	39	234	20	120	86	516
Total Persons Attending	240		313		323		876	
Total Attending Same Month Last Yr.	253		267		259		779	
Total Staff Hours Spent		359		432		242	1033	1017
Total Number of In-House Program	21		38		16		75	
Total Attendance	152		306		206		664	
Total Number of Outreach Program	6		1		4		11	
Total Attendance	88		7		117		212	

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	4996	73.0%	5572	66.5%	3276	66.5%	13844	68.7%
Corporate	7	0.1%	84	1.0%	0	0.0%	91	0.5%
Juvenile 0-11	131	1.9%	326	3.9%	69	1.4%	526	2.6%
Juvenile-AV	577	8.4%	1090	13.0%	771	15.7%	2438	12.1%
Nonresident No Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Nonresident Fee	0	0.0%	0	0.0%	0	0.0%	0	0.0%
PLAC (state library card)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Adult	238	3.5%	303	3.6%	104	2.1%	645	3.2%
Reciprocal Juvenile	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Reciprocal Juvenile AV	48	0.7%	77	0.9%	2	0.0%	127	0.6%
Reciprocal YA	2	0.0%	9	0.1%	0	0.0%	11	0.1%
Reciprocal YA AV	0	0.0%	0	0.0%	0	0.0%	0	0.0%
School	0	0.0%	12	0.1%	0	0.0%	12	0.1%
School AV	0	0.0%	11	0.1%	0	0.0%	11	0.1%
St. Joseph College	0	0.0%	10	0.1%	0	0.0%	10	0.0%
Staff	554	8.1%	554	6.6%	517	10.5%	1625	8.1%
Walking books	177	2.6%	112	1.3%	0	0.0%	289	1.4%
YA 12-17	26	0.4%	15	0.2%	1	0.0%	42	2.3%
YA-AV	89	1.3%	201	2.4%	183	3.7%	473	2.3%
Total	6845		8376		4923		20144	
All items borrowed by nonresidents	288	4.2%	422	5.0%	106	2.2%	816	4.1%

**Director's Report
November 2016**

I will be collecting Board binders at the conclusion of the December Board meeting so that I may insert information you will need for 2017 and remove unnecessary pages. I will return your binders to you at the January meeting.-Patty

Consent Agenda:

You will be approving the minutes of the November Board meeting, bills, and financial reports.

General Business:

DeMotte Tile Floor Update: At our November meeting I shared an action plan for the completion of the tile floor project. Painting is complete. DeMotte staff selected the paint color, a bright and cheerful 'cockleshell' which complements the tile and the colors of the main library. Original wall paper was removed as it was peeling from the walls at the top and the walls were sanded. A good quality semi-gloss paint with primer was used for this high traffic area which covered the walls well. A difference in sheen is noticed, particularly in the hallway leading to the elevator. Sanding did not remove all adhesive on the walls which was applied liberally and in different thicknesses in 1991. Imperfections are caught by the light and are visible at some angles. We purposely selected a semi-gloss for ease of cleaning, but semi-gloss does not hide imperfections. I have asked if satin or egg shell paint would improve the look of imperfections. It would dull it down, but the walls won't be smoother. Skim coat would be needed to really smooth out the walls, and this is something that Chris does not do. It is expensive to do. Vendor has provided the haze remover and sealer that will be applied by our janitors now that painting is complete.

Personnel Policy Revision: At our November 14 Board Meeting, I explained new Department of Labor rules that were to go into effect December 1, 2016 that necessitated a change in our Personnel Policy. The new rules are now on hold because several states have joined in a lawsuit filed against DOL. Indiana is one of the states taking part in the lawsuit. On Tuesday, November 22 the judge assigned to the case issued a preliminary injunction which basically means the rules are on hold until the court has a chance to decide the case. In light of this new information, I recommend that the library continue to follow the existing rules for the time being and change our Personnel Policy back to its previous language regarding exempt/nonexempt employees. We were making changes based on

the DOL requirements which are now on hold. I will bring a revised Personnel Policy to our December board meeting for your review and adoption.

2017 Salary Increase: A board vote is required to implement a salary increase for staff in 2017.

LIRF Transfers: In December of each year we determine an amount to transfer from line 3.94 of our Operating Budget to our Library Improvement Reserve Fund. It is good to set aside money each year for future improvement needs. We recommend transferring \$35,000 to LIRF. The Board will need to pass a resolution in this regard.

Election of Officers: You will be electing your slate of officers for 2017. If you wish to proceed with the slate of officers presented at the November meeting, you will need to move to elect the slate of officers as presented: President- Jody Melton, Vice-President- Janet Umlauf, Secretary- Natalie Waling, Treasurer- Mark Heinig, and Assistant Treasurer- Janelle Harper.

End of December Board Meeting: Board members are tentatively scheduled to meet Wednesday, December 28, 2016 at 8:30am at the Rensselaer Library to approve year-end bills, transfers, and encumbrances. Janet Umlauf, Deana George, and Mark Heinig have indicated that they will be attending. We need at least four members to attend to make a quorum. Who else is available? We also need to firm up the tentative date/time so that we may officially announce the meeting.

Director's Report:

We received our official audit report from the State Board of Accounts. I will bring a copy to our board meeting.

Ed and I met with Mark Hubers, representing his brother David Hubers, on November 21, 2016 regarding the library's interest in buying David's home adjacent to DeMotte Library. Mark explained that there is interest to sell and further explained David's position. Ed and I are scheduled to meet with Lois & Jeff DeVries on December 6. They own the middle home and are interested in discussing a potential sale to the library. Ed will attend our January 9 meeting and report to the board. He is unable to attend our December 12 meeting.

The Marketing Committee provided their annual report to the Management Team in November. In 2016 the committee purchased the following imprinted items – folding chairs, USB drives, pencil sharpeners, trapezoid totes, and a folding table. To market the library we participated in the following events: Wheatfield Kindergarten Round-Up, National Library Week (theme Libraries Transform), Earth Day at Brookside Park, Family Story Time at Spencer Park, the Jasper County Fair, Rensselaer Farmer's Market, DeMotte Back to School Fair, Touch

of Dutch Festival, National Library Card Sign-Up Month, and the Sandhill Crane Festival. Additionally Patty did several radio spots throughout the year promoting new services and programs.

Long Range Plan/Technology Plan Update- Since my last report to you we have accomplished the following: replaced multiple pcs with new; evaluated Milroy TIFF format and storage; planned pc replacement for next 5 years; received training on LS2Staff, B & T TS360, and Niche Academy; attended various conferences and workshops; hosted Automation Counterparts; viewed various webinars; implemented various Bicentennial programs; coordinated various marketing events; designed and adopted Internal Control Standards and Procedure; initiated/completed various facility projects; served on a TLCU panel regarding our Digital Access card; participated in Step Ahead Community Conversation; attended Books to Bridge events; hosted a Bicentennial/Quiz community movie event; applied and received Legacy Project distinction from Bicentennial Commission for Snapping, Mapping, Rapping; held fall festival; presentation to Wheatfield MOPS, applied for and received Jasper Foundation funding for charging stations.

Many staff attended the Indiana Library Federation Conference in Indianapolis and were energized with new ideas. We are appreciative of the opportunity to attend.

We are wrapping up a variety of Bicentennial Programs as the year winds down. I am proud of the creative ways we have celebrated our state's birthday and helped our community know and appreciate their home state.

Books to Bridge events ended in November. Books to Bridge the Region featured author Nate Dunlevy at three different programs throughout the region. Debbie and Linda attended these programs. It was another successful literacy program. Linda Poortenga is our library representative serving on the Books to Bridge Planning Committee.

System Administrator News

Sheila watched various webinars in November – CIPA compliance by Texas State E-rate Coordinator, Lending Wi-Fi Hotspot Devices to Patrons, Four Simple Ways to Beef up Your Library Marketing, Meraki Security Camera and attended B&T TS360 training at DeMotte. She continued with computer replacements, documented CIPA compliance for USF/e-rate, and created new AwesomeBox icons and shortcuts that replaced the old way of operating AwesomeBox.

Technical Services News

Becky reports that on November 15, staff were trained by Joan Stubbs in Baker & Taylor's TitleSource 360, their new online ordering product. Becky contacted Joan and arranged for 2 training sessions for staff who order materials, and some one-on-one training for Peggy (placing orders) and Becky (administering the accounts and logins). Becky created some additional logins for staff at the branches. Becky enjoyed a few days of vacation at month's end.

DeMotte Library News

Debbie reports, "Our "Magnetic Board" was installed on the wall in the toy area within the children's area. There are large magnetic shapes, letters, and numbers for the children to place on the wall. Literacy money was used for this because this play develops beginning reading skills. The day we put up the magnetic wall we already had many children enjoy it. Two new large wall decorations were created and posted in the children's area. The first decoration is of window panes made from black construction paper with book covers used as the windows with the caption of "Reading Is Your Window to a New World." The second decoration has a light blue background with a bookcase. The bookcase is made out of brown construction paper with the spines of some book covers and the front cover of others. The caption for this decoration is "Keep Your Eyes Open for Our New Bookcase." Karla did a great job on all of these!"

Rensselaer Library News

Linda reports, "The annual Christmas Tree Walk is being held once again. This year the seven trees include; the Heroes Tree, TOPS, Tri Kappa, Hanging Grove 4-H club, the Circle, Psi Iota Xi, and CDC Resources. Patrons can once again, vote for their favorite tree with nonperishable food items; which will be delivered to the Rensselaer Food Pantry. Melissa Smith hosted a program on Veterans Day 11-11 @1pm for our Heroes Tree and servicemen, to place ornaments on the Heroes Tree. Other programs offered were Navigating the Marketplace with presenter Barb Hickner, a Navigator with the State; she is also meeting with people every other Monday into the beginning of 2017 to in order to continue to assist patrons with questions and signups. Barb Lucas presented a program on Indiana Birding as part of our Bicentennial programming."

Wheatfield Library News

Evie reports, "I am proud to say that we have planned and offered some fun, unique programs during the last month! For our final project commemorating Indiana's bicentennial, we have arranged to have cupcakes (yellow, with white and blue) on Friday, December 9th and have patrons sign a huge card we made throughout that week of why they love Indiana. We also held a movie at the Ritz Cinema for anyone who completed a worksheet about Indiana (there were separate worksheets for children, teens, and adults), which was appreciated by members of all of the JCPL community. Carolyn offered another pallet-painting

program for adults, this time with a Christmas theme, which was attended by 27 people (we had to stop accepting registrants!). I held a program on the Underground Railroad as well, which almost 20 patrons of all ages attended. Along with those, we held our monthly health screenings, book discussion, and movie."

Please contact me if you are unable to attend the December Board Meeting or if you have any questions about materials in your packet.-Patty

PERSONNEL POLICY

DEFINITIONS

1. **Exempt employees** are those whose duties and responsibilities are of an executive, administrative, or professional character (or other exempt work) as described under the Fair Labor Standards Act (FLSA) and who are paid on a salary basis and are, therefore, exempt from overtime pay and certain other provisions of the FLSA.
2. The **Board of Directors** of the Jasper County Public Library will hereinafter be referred to as "**The Board**".
3. The **Jasper County Public Library** will hereinafter be referred to as "**JCPL**".
4. **Certified** employees are defined as any employees holding or qualifying for any of the 6 Indiana Library Certification levels.
5. **Non-certified** employees are defined as any employees not holding or qualifying for any of the 6 Indiana Library Certification levels.
6. A **work week** is defined as Sunday through Saturday.
7. **Overtime** is defined as any time worked over 40 hours per week. ~~for hourly non-exempt employees.~~
8. The first 6 months of employment is considered a training/orientation period when a new employee must satisfactorily demonstrate the ability to perform his/her duties.

ADMINISTRATION AND MANAGEMENT

1. The administration and direction of all employees shall be the responsibility of the Director or his/her designee. Hiring of new personnel, promotions, dismissals shall be under the Director's jurisdiction except where the Board has indicated restrictions. The employment of the Director shall be the responsibility of the Board.
2. JCPL is an Equal Opportunity employer and selection of employees is based solely on merit.
3. All employees are employees at will and can be terminated at any time without notice.
4. JCPL shall observe Indiana Library State Certification requirements.
5. Typically each employee will be evaluated annually in writing. The Director will be evaluated in May.

6. Close relatives of Board members and staff shall not be employed by the Library. Close relatives are defined to include: spouses, parents, children, brothers, sisters, brothers- and sisters-in-law, fathers- and mothers-in-law, sons- and daughters-in-law, stepparents, stepbrothers, stepsisters, and stepchildren.

SALARIES

1. This salary policy will be reviewed annually to determine whether the classification plan fairly reflects the kind and level of positions needed to effectively operate the library and whether salary ranges are still fair and equitable. Salary obligations made by the Board or by the Director are contingent upon sufficient revenues of the Library.
2. The Board is responsible for determining the amount of money to be budgeted for salaries and setting the salary of the Director.
3. The Director is responsible for determining the job classification and salary amounts for each employee subject to board review.

4. **Explanation of Salary Plan**

- 4.1. Employees will be paid no less than the minimum salary in their classification.

- 4.2. Pages, Clerks and Library Assistant I's will be evaluated after 3 months of employment. They will receive a 10 cent salary increase with a satisfactory 3 month evaluation. This also applies to employees promoted to Clerk and Library Assistant I positions.

All new employees will be evaluated after 6 months' employment. A satisfactory rating will qualify the individual for vacation benefits if applicable (see Vacations section for details). Pages, Clerks and Library Assistant I's will receive another 10 cent salary increase at this time and again at the end of the first year of employment if performance is satisfactory. This also applies to employees promoted to Clerk and Library Assistant I positions. Promoted employees who have performed satisfactorily will receive the percentage increase determined by the board as per 4.4.

All newly promoted employees will be evaluated after 6 months in their new position.

An unsatisfactory rating at any time during the training/orientation period may result in immediate termination.

- 4.3. A new employee or newly promoted employee who has not completed his/her first full year in their position by January 1 will receive the first % increase as determined by the board beginning with the pay period following the anniversary date of his/her 1 year employment.

The employee will be eligible for ½ of the % increase determined by the board as per 4.4 the following January, if s/he has worked more than 3 months and less than 8 months at his/her 1 year salary. If the employee has worked less than 3 months at his/her 1 year salary, s/he remains at the present rate until the following January. If the employee has worked 8 months or more at their one year salary, s/he will be eligible for the full % increase determined by the board as per 4.4.

Pages will be eligible for ½ of the increase as per the salary schedule the following January, if s/he has worked more than 3 months and less than 8 months at his/her 1 year salary. If the employee has worked less than 3 months at his/her 1 year salary, s/he remains at the present rate until the following January.

- 4.4. Each year an employee's annual salary will increase by an amount or percentage as determined by the board, except for those in the "Page" classification. Page salaries are detailed in the Salary Schedule Chart, below.
- 4.5. Employees working less than an average of 8 hours per week do not automatically qualify for annual increases.

5. Work Performance

An employee who receives the lowest rating in 3 or more areas of a job performance evaluation is not eligible to receive a raise until they achieve a satisfactory evaluation. Re-evaluation shall occur no sooner than 30 days. Raises will be implemented when a satisfactory rating is received, and effective with the next pay period.

6. Salary Schedule

Minimums will increase ½ of annual salary increase to adjust for inflation each January in odd numbered years.

Compression adjustments will be applied to the salary schedule in accordance with federally mandated minimum wage increases.

Minimum salary for the page position will increase as required by federal law.

Jasper County Public Library Salary Schedule (eff 1/1/2015)

Classification	Minimum	Classification	Minimum
Clerk	\$9.82	Business Manager	\$16.22
Library Assistant I	\$10.42	Librarian 1	\$16.57
Library Assistant II	\$12.32	Librarian 2	\$17.22
Library Specialist I	\$12.66	Librarian 3	\$19.22
Library Specialist II	\$15.35	Systems Administrator	\$19.22

Library/HR Specialist III	\$15.62		Janitor / Courier	\$11.59	
			Maintenance	\$13.13	
	Minimum	One year	2 yrs	3 yrs	4 yrs
Page	\$7.25	\$7.55	\$7.85	\$8.15	\$8.45

7. Interim Services

When an employee is asked to take on a major portion of the essential responsibilities of an absent employee in a higher job classification for more than three months, s/he will receive additional pay as determined by the Director for the time in which s/he serves in an interim capacity.

8. Salary Classifications

Page: Must be 16 years old. Shelves books, straightens shelves. May also work at the circulation desk.

Clerk: High school diploma or equivalent. Clerical work. Will work at circulation desk and/or in Technical Services.

Library Assistant I: High school diploma or equivalent. In addition to clerical duties, will do basic ready reference work or work in technical services department doing basic materials processing.

Library Assistant II: High school diploma or equivalent with 2 years college or with 3 years library experience or with special technical expertise in a specific area of library operation.

Library Specialist I: 2 years of college or 5 years of library experience and continuing education or special technical expertise in a specific area of library operation. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Library Specialist II: 5 years' experience as Library Specialist I. Demonstrates highly-developed skills. Spends at least 70% of time in a specialized area of library operation requiring extensive independent judgment and initiative.

Library Specialist III/Human Resources Specialist III: 2 years of college or 10 years' experience as a Library Specialist and head of a major library department or area or 3 years of experience in an HR specialized field.

Business Manager: 2 years of college or 5 years of experience in a related field (business and/or accounting). Manages business operations of Library System including supply inventory, financial records, personnel records, benefits administration, general office and secretarial duties; assists with budget preparations.

Janitor: High school diploma or equivalent. Responsible for cleaning and light maintenance of library building.

Maintenance: High school diploma or equivalent. Responsible for maintenance of library building.

Courier: High school diploma or equivalent. Valid driver's license; excellent driving record; current auto insurance; transports library materials daily to each library in system

Librarian I: Bachelor's degree and Indiana library certification, LC4. Responsible for Youth Services, Technical Services or a Branch.

Librarian II: MLS degree and Indiana library certification, LC3. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Librarian III: MLS degree and Indiana library certification, LC3. Responsible for management of a library or Technical Services Department.

Systems Administrator: Bachelor's Degree including a significant amount of computer-related courses. Responsible for management of hardware and operating software for integrated library system and for computer network.

Director: MLS degree plus 2-3 years supervisory experience and Indiana Library Certification LC2. Supervises and directs the operation of the library system, and acts as liaison between Library Board and staff.

9. Changing Classifications

- 9.1. Moving from 1 classification to another is never automatic, even when stated requirements are met. Promotions are dependent on the availability of an opening in the higher position and on the Director's approval of a supervisor's recommendation for promotion of an employee.
- 9.2. When possible, vacancies in higher positions will be filled by promotion of qualified employees from within the library.
- 9.3. Upon promotion, an employee's salary shall immediately be raised to a minimum of 50 cents per hour above his/her present rate.

BENEFITS

1. **Employees qualified for benefits:** Sections 2 through 8 apply to persons working 32 or more hours per week. Employees working 20 - 31 hours per week are eligible to earn sick pay (sec. 2) and vacation pay (sec. 4) and Funeral Leave after they have completed 3 years of service. All employees, regardless of the number of hours worked per week, are entitled to an Anniversary Holiday. See section 3.2 (Holidays).

2. Sick Pay

- 2.1. A paid **sick day** is defined as the number of hours the employee is regularly scheduled to work per week divided by 5.
- 2.2. Employees receive the equivalent of 1 paid sick day per month during their first partial year of employment. 12 paid sick days per year are granted each January thereafter. Employees working 20 to 39 hours per week will receive paid sick days on a prorated basis.
- 2.3. Sick pay may accumulate to a maximum of 96 days.
- 2.4. Sick pay may be used in case of illness of the employee or a relative, as defined in other policies or by law, living in the employee's household.
- 2.5. 5 days of an employee's paid sick days per year may also be used for the care of a (step) parent or (step) child not living in the household. The Library reserves the right to request verifying documentation.
- 2.6. Employees working 24-40 hours per week, who are absent 5 or more working days, must have a doctor's release to return to work. Employees working 23 hours or less per week, who are absent for 3 or more working days, must have a doctor's release to return to work.
- 2.7. Sick pay may be used for an employee's medical appointments if an appointment cannot be made on the employee's own time.
- 2.8. Employee should notify supervisor of his/her desire to use paid sick days 30 days in advance for a foreseeable medical reason.
- 2.9. Paid sick days are a privilege to be used only for the above purposes. Paid sick days cannot be used as vacation or earned time off.
- 2.10. Paid sick days may be used with special approval of the director for extended funeral leave for immediate family members as defined in the funeral section, and for other funerals.

3. **Holidays**

- 3.1. Employees who work an average of 32 hours or more per week are eligible for paid holidays. Refer to the Holiday Policy for a list of holidays we observe.
- 3.2. An Anniversary Holiday, defined in the Holiday Policy, will be given to any long-term employee regardless of full or part time status. Anniversary holidays will be prorated for employees working less than 32 hours per week.

- 3.3. An employee who is eligible for paid holidays and most always works the same number of hours per day each week, will receive that same number of hours for holiday pay.
- 3.4. If the holiday falls on the employee's day off, that employee is granted equivalent time off with pay to be taken within the month.

4. **Vacations**

4.1. **Schedule of earned vacation credit**

Vacation time is based on a 40 hour work week and is prorated for employees working 20 to 39 hours per week.

A vacation day is defined as the hours that an employee is regularly scheduled to work per week during the time the vacation is accrued divided by 5.

4.1.1. Librarians I, II, III, Business Manager, and Systems Administrator

- A. Librarian or Systems Administrator working an average of 32 hours per week or more
 - 0-4 years' service - 1.5 days per month with pay
 - 5+ years' service - 2 days per month with pay
- B. Director
 - 0+ years' service - 2 days per month with pay

4.1.2. Employees working an average of 32 hours per week or more

- 0-4 years' service - 1 day per month with pay
- 5-9 years' service - 1.5 days per month with pay
- 10+ years' service - 2 days per month with pay

4.1.3. Part time employees working 20 to 31 hours per week

- 3-9 years' service - 1 day per month with pay
- 10+ years' service - 1.5 days per month with pay

4.2. **Regulations**

- 4.2.1. No employee may take vacation without approval of the Director, Supervisor, or his/her designee. Vacation requests are approved in consideration of the scheduling needs of the department.
- 4.2.2. Vacation time is accrued from the first day of employment in an eligible position.
- 4.2.3. During the first partial year of employment, all vacation time is prorated.

4.2.4. Vacation time is credited after completion of the new employee's 6 month training/orientation period AND receiving a satisfactory performance evaluation.

4.2.5. Any employee who has successfully completed his/her orientation period and leaves before the end of any year will be paid in a lump sum for unused vacation leave.

4.2.6. Vacation time accrued during 1 calendar year may be taken after the beginning of the following calendar year.

4.2.7. Vacation time should be used in no less than ½ day increments. Exceptions may be granted only under unique circumstances and on a limited basis with the approval of the supervisor.

4.2.8. Vacation time is not cumulative from 1 year to the next.

4.2.9. Vacation leave will not accrue during unpaid leaves of absences.

5. **Funeral leave**

5.1. Staff members who qualify may have up to 3 paid working days (prorated for employees working 20-31 hours) to arrange and attend a funeral or memorial service of the employee's spouse, the employee or spouse's (step) child, (step) sibling, (step) grandparent, (step) grandchild or (step) parent, or the spouse of any of the above.

5.2. Paid sick days may be used with special approval of the director for extended funeral leave for immediate family members as defined in the funeral section, and for other funerals.

6. **Paid Weather Days**

6.1. An excused absence with pay will be given by the Director or his/her designee to any employee working an average of 32 hours or more per week when weather conditions necessitate the closing of the library.

Such absences will not be charged to accrued, vacation time, or sick time. Any employee who is on sick or vacation time or birthday holiday or anniversary holiday when library is closed for such stated emergencies will be charged with his/her sick or vacation time or birthday holiday or anniversary holiday as if the library were open for business. If the library closes for such emergencies on an employee's day off, the employee will not receive a paid weather day off. Employees, working fewer than 32 hours per week, who are offsite and are scheduled to work but are unable to work due to

library closure, will be rescheduled as it fits with library needs. All employees who are onsite at time of emergency closure will be paid for the remainder of their shift.

In the event of library closings due to temporary unsafe or unhealthy working conditions, employees may be asked to report to another branch. Mileage will be paid in this case, if the distance traveled is greater than the distance from the employee's home to his/her usual workplace. Carpooling to the new location is expected when practical.

6.2. **Jury Duty**

6.2.1. The Library recognizes that jury or witness duty is the obligation of all citizens and encourages its employees to fulfill this obligation. If you are called for jury duty or subpoenaed as a witness in a court or administrative agency action, you will be granted excused time away from work. You must, however, return to your duties any time you are not needed in the courtroom. If you are called for jury duty or subpoenaed as a witness, you should advise your supervisor and give the supervisor a copy of the summons or subpoena as soon as possible after learning that you must serve.

~~Hourly~~ Non-exempt employees will receive the difference between their average straight time hourly rate up to 8 hours per day and the payment they receive for jury service for time they otherwise would have been regularly scheduled to work. Employees must present proof of the amount of jury pay received.

~~Exempt and salaried non-exempt~~ employees will receive their normal salary for partial workweeks in which they perform jury service or witness duty related to the Library's business, less any jury fees received.

Employees must present proof of the amount of jury pay received.

6.2.2. Employees shall note jury duty on their time sheet in the excused absence column. 'Jury duty' should be written in the note field.

7. **Public Employee's Retirement Fund (PERF)**

7.1. Employees who work an average of 32 or more hours per week are required to enroll in PERF if they hold positions classified as:

Director	Business Manager
Assistant Director	Library Specialist
Librarian 3	Library Assistant
Librarian 2	Special Services Librarian
Librarian 1	Systems Administrator

Assistant Business Manager

- 7.2. The employee's mandatory contribution to PERF is 3% of gross earnings. In addition, the Library also contributes to JCPL's PERF account. This money will be paid out to eligible JCPL employees during their retirement.
- 7.3. Eligible employees may also elect to make voluntary pre-tax and/or post-tax contributions toward their retirement savings up to an additional 10% of gross earnings.

8. **Health/life insurance**

- 8.1. The library offers a group health package that includes medical, dental, prescription, vision, life and accidental death benefits that, is presently available to all employees working 30 hours or more per week. The Library has adopted the Internal Revenue Code Section 125, Premium Conversion Plan, to pay for qualified employee insurance premiums.
- 8.2. The library will pay all but \$1.00 per year of the life insurance cost for any eligible employees who elect not to take the health insurance.

9. **Family and Medical Leave/Military Leave**

The Library will comply with all applicable laws regarding FMLA and Military Leaves of Absence. Consult the JCPL FMLA/Military Leave Policy for more details.

10. **Meal time**

Each employee working 7 hours or more in one day may take at least 30 minutes up to 1 hour of their own time for lunch or supper.

11. **Break time**

Each employee is allowed a break of 15 minutes of paid time for each continuous working schedule of 3 ½ hours.

Employees under the age of 18, who are scheduled to work 6 or more consecutive hours must take a 30 minute break without interruption. If they work 7 or more hours in the day, the break is fully paid. If they work less than 7 hours, they are paid for 15 minutes of their break.

Because the Library is subject to the Fair Labor Standards Act the Library must provide "a reasonable break time" to employees for the purpose of expressing breast milk. The Library

must provide the break time whenever the employee has a need to express breast milk. While the Library is not required to pay employees for this break time, it must provide the lactating employee a private place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public. The Library is only required to provide break time to lactating employees for up to one year after the child's birth.

12. Leave without pay

Good attendance is a condition of employment and necessary for the smooth, efficient, economical running of the library. Leave without pay may, on occasion, be granted by the Director as long as it is not detrimental to JCPL. Unapproved absences without pay will result in disciplinary action.

13. Overtime Guidelines

Hourly Non-exempt employees may work no more than 40 hours per week. If management determines that overtime must be worked by hourly non-exempt employees, an employee's schedule may be adjusted in another week for budgetary reasons. ~~Hourly non-exempt employees may only work overtime hours with prior approval from Management.~~

~~Salaried non-exempt employees may work more than 40 hours per week as needed. Overtime will be compensated with comp time instead of overtime pay. Comp time will accrue at a rate of 1 1/2 hours for every hour of overtime earned. Comp time may accrue up to a maximum of 40 hours.~~

14. Meetings and conferences

14.1. Monies budgeted for professional meetings may be provided to employees and board members for the purpose of attending meetings and conferences fostering continuing education and training in those areas related to the operation of the library.

14.2. All employees and Board members are encouraged to attend library related meetings and workshops. Each employee must obtain approval of his/her supervisor and the Director before attending such meetings and seeking expense reimbursements. The Director may approve staff attendance at any Indiana Library Federation (ILF), Indiana State Library, or MCLS meeting/webinar/conference/workshop and ALA or PLA webinar. Others must be approved by the Board.

14.3. Time spent traveling to/from and attending meetings or conferences is considered work time. When attending all day meetings, 1 hour is unpaid lunch time, unless the meeting continues through the lunch hour.

- 14.4. To receive compensation for expenses incurred for any meeting, employees and Board members must submit accounts payable vouchers with attached receipts to the Director's office by the Monday preceding the next board meeting.

15. **Certification**

It is the policy of the library to meet the standards set by the Indiana State Library for certification levels for professional staff members. It is the responsibility of each professional staff member to maintain the certification level appropriate to the position he/she fills and to pursue the library education units (LEUs) required by the Indiana State Library for re-certification for the professional position he/she holds: Director: 100 LEUs every 5 years; Department and Branch Head: 75 LEUs every 5 years; Professional Assistant: 50 LEUs every 5 years. Each professional staff member must submit a copy of each LEU certificate received to the business office.

16. **Travel**

- 16.1. The library will pay meal, lodging, and transportation expenses related to official library business.
- 16.2. Official library business includes outreach activities, banking, recycling, post office, AV Shopping, Summer Reading shopping, supply shopping, conferences, workshops, field trips, counterpart meetings, or meetings approved by the Board and travel among the 3 libraries of the Jasper County Public Library system.
- 16.3. Employees traveling on official library business may be reimbursed for meals when traveling outside of the library's service area.
- 16.4. Employees traveling on official library business may be reimbursed for mileage at the IRS approved rate.
- 16.5. Employees traveling on official library business may be reimbursed for lodging and transportation expenses such as parking fees, tolls, cab fare, and air fare.
- 16.6. Claims for reimbursement must be completely itemized and supported by as many receipts as it is possible to obtain.
- 16.7. Employees are prohibited from using personal communication devices (i.e. cell phones, pagers, etc) while operating a motor vehicle on library business. Employees operating a motor vehicle should park in a safe area before making or receiving telephone calls or otherwise using personal devices. Furthermore, employees are required to be familiar and comply with the laws of the jurisdiction in which they are driving.

17. Appropriate dress

Appropriate dress and personal grooming create a favorable image for the library. We expect you to use good judgment and to maintain high standards in your personal cleanliness and attire. Your appearance affects the library's image. The library reserves the right to determine that particular attire is inappropriate for its business and to inform you of this and instruct you to change inappropriate attire. Some clothing, such as jeans, normally judged unacceptable for work, will be allowed on casual dress days and on other special occasions with permission from the Director.

18. Alcohol and drug use

Use of alcoholic beverages is prohibited on all library property.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on library property. Employees violating that prohibition will be terminated. Employees working under the influence of alcohol or under the influence of illegally-used drugs may also be terminated. All violations will be reported to local law enforcement authorities.

An employee must notify the Director of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Such conviction will result in dismissal.

19. Discipline

The Jasper County Public Library makes no promise of continued employment or employment for a specific period of time. The employer-employee relationship remains at-will. An individual's employment will continue only so long as the employee is satisfied with the library, and the library is satisfied with the employee.

Any employee who fails to perform the job satisfactorily, or is otherwise guilty of misconduct or insubordination, will be subject to discipline. In many cases, progressive discipline will be employed, including counseling, verbal warnings followed by written warnings, before more drastic measures are taken. Because circumstances vary in each case, each situation will be handled on an individual basis.

20. Outside Employment

JCPL does not prohibit employees from outside employment. The job cannot, however, interfere with meeting the staffing needs of JCPL. Employees may not have outside employment while on leave (except vacation leave) from JCPL.

21. **Workers Compensation**

This insurance covers employee work-related injuries. It pays for medical expenses and for time off work due to the injury according to WC Regulations. The employee may use paid sick leave to make up the difference between workers' compensation time-off reimbursement and the employee's normal wage for that time period.

22. **Telecommuting**

Telecommuting arrangements will only be allowed at the discretion of the Director.

Adopted 10/93; revised 7/14; revised 4/15; 4/16; revised 12/16

JCPL FINANCIAL STATEMENT
November 30, 2016

	<u>Beginning 2016 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$621,832.00	\$222,254.25	\$2,106,490.54	\$419,917.56	\$2,038,418.36	\$553,759.82
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$11,733.55	\$963.11	\$10,059.02	\$1,976.00	\$11,549.67	\$13,224.20
DeMotte	\$3,280.63	\$220.00	\$2,818.01	\$200.00	\$3,379.53	\$3,842.15
Rensselaer	\$5,790.86	\$65.59	\$4,203.01	\$1,576.00	\$5,772.59	\$7,360.44
Wheatfield	\$2,662.06	\$677.52	\$3,038.00	\$200.00	\$2,397.55	\$2,021.61
Library Improvement Reserve Fund	\$174,701.97	\$0.00	\$28,495.58	\$12.03	\$135.74	\$146,342.13
Bond & Interest Redemption Fund	\$172,158.96	\$0.00	\$333,186.25	\$79,709.59	\$245,309.13	\$84,281.84
Rainy Day Fund	\$311,013.21	\$0.00	\$0.00	\$215.50	\$2,311,127.63	\$2,622,140.84
Includes Investments of:						
State Technology Fund Grant Fund	\$7,264.32	\$0.00	\$7,264.32	\$0.00	\$0.00	\$0.00
Capital Projects Fund	\$1,278,989.78	\$0.00	\$1,288,373.51	\$0.00	\$9,383.73	\$0.00
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$98.60	\$0.00	\$98.60	\$0.00	\$26,792.00	\$26,792.00
Sales Tax	\$173.69	\$0.00	\$157.31	\$18.51	\$185.82	\$202.20
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Insurance Refund Fund	\$0.00	\$0.00	\$43.35	\$0.00	\$43.35	\$0.00
Insurance Settlement Fund	\$12,908.92	\$0.00	\$0.00	\$0.00	\$0.00	\$12,908.92
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$7,524.19	\$89,034.40	\$7,524.19	\$89,034.40	\$0.00
FICA Tax Collected	\$0.00	\$7,153.33	\$82,004.69	\$7,153.33	\$82,004.69	\$0.00
State Tax Collected	\$3,565.69	\$3,238.85	\$38,734.76	\$3,336.45	\$38,505.47	\$3,336.40
County Tax Collected	\$2,786.38	\$2,406.49	\$29,174.20	\$2,490.46	\$28,878.33	\$2,490.51
Deferred Comp.	\$0.00	\$1,990.00	\$22,050.00	\$1,990.00	\$22,050.00	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,516.56	\$39,468.11	\$3,517.22	\$39,543.61	\$75.50
Employee Life Insur.	\$0.00	\$181.35	\$2,010.61	\$181.34	\$2,010.98	\$0.37
Employee INPRS	\$0.00	\$2,979.41	\$33,314.08	\$2,979.41	\$33,314.08	\$0.00
Garnishments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ALL FUNDS.....	\$2,597,497.07	\$252,207.54	\$4,109,959.33	\$531,021.59	\$4,978,286.99	\$3,465,824.73

Bank Balances**Jasper County Public Library****Report as of: 11/30/16**

Bank		
1	Alliance Bank	\$3,465,554.73
2	Demotte State Bank	\$0.00
3	CD#002-0668943762 Fifth Third Bank	\$0.00
4	PNC Bank	\$0.00
5	Cash On Hand	\$270.00
7	CD#002-0668943754 Fifth Third Bank	\$0.00
8	CD#002-0668943770 Fifth Third Bank	\$0.00
Total all banks =		\$3,465,824.73

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Appropriation Report for 100OPERATING FUND

Jasper County Public Library

Report Date: From 11/1/16 To 11/30/16

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Spent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$67,558.00	\$0.00	\$67,558.00	\$5,629.86	\$61,846.13	\$5,711.87	91.5
1.12 SALARY OF ASSISTANTS	\$1,091,370.00	\$0.00	\$1,091,370.00	\$84,942.77	\$971,338.06	\$120,031.94	89.0
1.13 WAGES OF JANITORS	\$88,012.00	\$0.00	\$88,012.00	\$6,029.94	\$72,544.88	\$15,467.12	82.4
1.21 EMPLOYER'S SHARE-FICA	\$95,391.00	\$0.00	\$95,391.00	\$7,153.33	\$82,004.69	\$13,386.31	86.0
1.22 UNEMPLOYMENT COMPENSATION	\$3,517.00	\$0.00	\$3,517.00	\$0.00	\$6,677.82	(\$3,160.82)	189.9
1.23 EMPLOYER'S CONTRIB.- PERF	\$109,799.00	\$0.00	\$109,799.00	\$8,662.30	\$98,741.76	\$11,057.24	89.9
1.24 EMPLOYER'S CONTRIB.- INS.	\$149,936.00	\$0.00	\$149,936.00	\$9,795.77	\$113,317.28	\$36,618.72	75.6
Subtotal	\$1,605,583.00		\$1,605,583.00	\$122,213.97	\$1,406,470.62	\$199,112.38	87.6
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00	0.0
2.12 STATIONERY AND PRINTING	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,500.00	\$0.00	\$8,500.00	\$861.23	\$6,538.47	\$1,961.53	76.9
2.21 CLEANING & SANITATION SUPPLIES	\$6,000.00	\$0.00	\$6,000.00	\$818.95	\$5,148.69	\$851.31	85.8
2.23 OTHER OPERATING SUPPLIES	\$7,000.00	\$0.00	\$7,000.00	\$176.01	\$3,981.02	\$3,018.98	56.9
2.31 BUILDING MATERIALS & SUPPLIES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$251.78	\$748.22	25.2
2.32 PAINT AND PAINTING SUPPLIES	\$400.00	\$0.00	\$400.00	\$0.00	\$265.77	\$134.23	66.4
2.33 REPAIR PARTS	\$1,500.00	\$0.00	\$1,500.00	\$34.58	\$196.15	\$1,303.85	13.1
2.41 LIBRARY SUPPLIES	\$15,350.00	\$0.00	\$15,350.00	\$3,182.81	\$12,262.28	\$3,087.72	79.9
2.42 MARKETING SUPPLIES	\$50.00	\$0.00	\$50.00	\$0.00	\$32.88	\$17.12	65.8
Subtotal	\$40,900.00		\$40,900.00	\$5,073.58	\$28,677.04	\$12,222.96	70.1
<i>3. Other Services and Charges</i>							
3.13 LEGAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$256.00	\$2,522.75	\$3,477.25	42.0
3.14 OTHER PROFESSIONAL SERVICES	\$10,000.00	\$0.00	\$10,000.00	\$386.82	\$6,789.77	\$3,210.23	67.9

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<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Spent</i>
3.145 DATABASES & LICENSING SERVICES	\$21,552.00	\$0.00	\$21,552.00	\$0.00	\$22,755.02	(\$1,203.02)	105.6
3.146 E-BOOKS SERVICES	\$18,500.00	\$0.00	\$18,500.00	\$0.00	\$18,500.00	\$0.00	100.0
3.21 TELEPHONE	\$3,800.00	\$0.00	\$3,800.00	\$778.76	\$5,367.63	(\$1,567.63)	141.3
3.22 POSTAGE	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$1,753.32	\$1,246.68	58.4
3.23 MILEAGE	\$20,000.00	\$0.00	\$20,000.00	\$3,117.18	\$17,017.45	\$2,982.55	85.1
3.24 PROFESSIONAL MEETINGS	\$10,768.00	\$0.00	\$10,768.00	\$3,324.82	\$9,032.25	\$1,735.75	83.9
3.25 FREIGHT	\$2,000.00	\$0.00	\$2,000.00	\$142.96	\$1,265.14	\$734.86	63.3
3.26 NETWORKING	\$64,860.00	\$0.00	\$64,860.00	\$1,621.50	\$6,788.68	\$58,071.32	10.5
3.31 ADVERTISING & PUBLIC NOTICES	\$600.00	\$0.00	\$600.00	\$0.00	\$173.90	\$426.10	29.0
3.33 MARKETING ADVERTISING	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$1,800.00	\$0.00	100.0
3.41 OFFICIAL BONDS	\$250.00	\$0.00	\$250.00	\$0.00	\$362.00	(\$112.00)	144.8
3.42 OTHER INSURANCE	\$31,000.00	\$0.00	\$31,000.00	\$0.00	\$25,314.00	\$5,686.00	81.7
3.51 GAS	\$45,000.00	\$0.00	\$45,000.00	\$1,150.22	\$12,125.61	\$32,874.39	26.9
3.52 ELECTRICITY	\$100,000.00	\$0.00	\$100,000.00	\$8,099.09	\$85,570.67	\$14,429.33	85.6
3.53 WATER	\$4,000.00	\$0.00	\$4,000.00	\$232.25	\$3,142.80	\$857.20	78.6
3.54 WASTE DISPOSAL SERVICES	\$6,500.00	\$0.00	\$6,500.00	\$592.84	\$6,481.18	\$18.82	99.7
3.61 BUILDING & STRUCTURES	\$66,922.00	\$0.00	\$66,922.00	\$7,768.20	\$58,607.44	\$8,314.56	87.6
3.62 EQUIPMENT REPAIRS	\$3,000.00	\$0.00	\$3,000.00	\$168.75	\$2,265.15	\$734.85	75.5
3.72 EQUIPMENT RENTALS	\$300.00	\$0.00	\$300.00	\$11.95	\$268.45	\$31.55	89.5
3.91 DUES	\$1,900.00	\$0.00	\$1,900.00	\$32.00	\$618.00	\$1,282.00	32.5
3.93 TAXES & ASSESSMENTS	\$250.00	\$0.00	\$250.00	\$0.00	\$904.08	(\$654.08)	361.6
3.94 TRANSFER TO LIRF	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$95.20	\$4.80	95.2
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$117,119.00	\$0.00	\$117,119.00	\$13,297.73	\$106,820.09	\$10,298.91	91.2
Subtotal	\$639,341.00		\$639,341.00	\$40,981.07	\$396,340.58	\$243,000.42	62.0
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$50,714.00	\$0.00	\$50,714.00	\$26,911.59	\$33,770.74	\$16,943.26	66.6
4.5 OTHER CAPITAL OUTLAYS	\$0.00	\$0.00	\$0.00	\$0.00	\$107.50	(\$107.50)	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Spent</i>
4.51 BOOKS	\$160,000.00	\$0.00	\$160,000.00	\$14,941.82	\$129,299.60	\$30,700.40	80.8
4.52 PERIODICALS & NEWSPAPERS	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$20,135.27	\$4,864.73	80.5
4.53 NONPRINTED MATERIALS	\$58,000.00	\$0.00	\$58,000.00	\$12,132.22	\$43,555.92	\$14,444.08	75.1
Subtotal	\$293,714.00		\$293,714.00	\$53,985.63	\$226,869.03	\$66,844.97	77.2
Grand Total	\$2,579,538.00	\$0.00	\$2,579,538.00	\$222,254.25	\$2,058,357.27	\$521,180.73	79.8

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Voucher List
Jasper County Public Library

Report Date: From 11/1/16 To 11/30/16

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	818	PAYROLL	11/10/16	PAYROLL	\$48,319.72
0	819	BILL HROMADA	11/10/16	Courier Mileage 10/16/16 - 10/31/16 (Conf. #455)	\$368.28
0	820	GREAT-WEST RETIREMENT S	11/10/16	Annuity Contributions withheld 11/10/16 Payroll (conf# 456)	\$995.00
0	821	INDIANA DEPARTMENT OF RE	11/10/16	State & County Taxes withheld October 2016 Payrolls (Ref. #75382)	\$5,645.34
0	822	INPRS fbo PERF	11/10/16	INPRS Contributions 11/10/16 Payroll	\$5,847.81
0	823	IRS USA TAXPAYMENT	11/10/16	Federal Withholding, Medicare, & FICA withheld 11/10/16 Payroll & Ins. (Acknowledgement #53616565)	\$10,946.97
0	824	TOWN OF DEMOTTE	11/10/16	DeM: Water & Sewer Service- October 2016 (Conf. #453)	\$167.64
0	825	TOWN OF WHEATFIELD	11/10/16	Wh: Sewer Service- November 2016 (Conf# 454)	\$56.65
35016	826	AARON'S LAWN CARE	11/14/16	Mowing	\$938.00
35017	827	ACE HARDWARE	11/14/16	Doorbell, grease, nuts/bolts/nails, sprinkler repair supplies	\$51.08
35018	828	ALAN McPHERSON	11/14/16	Books	\$655.85
35019	829	AMERICAN LIBRARY ASSOCIA	11/14/16	Poster	\$29.00
35020	830	ANTHEM BLUE CROSS BLUE	11/14/16	Health Ins. Premiums- November 2016	\$11,934.72
35021	831	ANTHEM LIFE	11/14/16	Life Ins. Premiums- November 2016	\$94.68
35022	832	BRODART CO.	11/14/16	Book cart	\$332.28
35023	833	BUSINESS CARD	11/14/16	Background check, calendars, children's supplies, Branch Counterparts meeting expenses, TLCU Conference expenses, HR Workshop expenses, Teen Read Week prize, loveseat, AV Shopping expenses, DVDs, books, CDs	\$6,175.52
35024	834	CAROLYNN DeVRIES	11/14/16	Hot Drink Mixology program expenses	\$25.00
35025	835	CENTURYLINK	11/14/16	Long distance phone service- October 2016	\$15.77
35026	836	CULLIGAN WATER CONDITIO	11/14/16	Wh: Water Cooler Rental-November 2016	\$11.95
35027	837	DEBORAH KRISTOFF	11/14/16	TLCU Conference expenses, DVDs, audiobooks; Mileage 9/9-10/19/16: Staff Development Day, Librarians Council meeting, Management meeting, TLCU Conference	\$1,996.70
35028	838	DELTA DENTAL	11/14/16	Dental Ins. Premiums- November 2016	\$522.18
35029	839	DEMCO	11/14/16	Book pockets, clear tape, foil back labels, DVDs, sign holders, buffing pad, book tape, 1000 Books Before Kindergarten stickers, shelves, date due slips, polishing compounds, anti-static spray, white pad, sandpaper, buffing cloths, labels, polyfit, book supports, outdoor trash can	\$3,381.26
35030	840	DONNA BARKO	11/14/16	Mileage 8/25-11/7/16: Bank deposits, Post Office, Courthouse, new employee orientation	\$34.24
35031	841	DUMAS & MAHNESMITH P.C.	11/14/16	Legal Assistance: Real Estate Purchase	\$175.00
35032	842	EBS IRRIGATION, INC	11/14/16	Wh: Winterization of irrigation system	\$75.00
35033	843	ENA SERVICES LLC	11/14/16	Internet Service- October 2016	\$1,621.50
35034	844	FAEGRE BAKER DANIELS LLP	11/14/16	Legal Assistance: Department of Labor rules	\$81.00
35035	845	FINDAWAY WORLD, LLC	11/14/16	Playaway Views, Playaway Backpack	\$800.87
35036	846	HAMMOND PUBLIC LIBRARY	11/14/16	NILBA Dinner: N. Waling, P. Stringfellow, R. Gilmore	\$70.50
35037	847	HP Products	11/14/16	Toilet paper, mop heads, glass cleaner, neutral cleaner, trash bags, paper towel rolls	\$532.05
35038	848	ICC Business Products	11/14/16	Permanent markers, monthly tab indexes, color copy paper, calendars	\$97.15
35039	849	INDIANA LIBRARY FEDERATIO	11/14/16	2016 ILF Annual Conference registrations: K. Delger, K. Hunter, R. Kuhn	\$575.00
35040	850	INDIANA WASTE SERVICE	11/14/16	DeM: Trash pick-up November 2016	\$89.70
35041	851	INTEGRITY SOFTWARE, INC	11/14/16	SoftTrack Renewal	\$957.43

F4b
Warrant

Claim

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
35042	852	JACKSON COUNTY PUBLIC LI	11/14/16	Damaged ILL item	\$24.95
35043	853	JANET UMLAUF	11/14/16	Milroy Exhibit Field Trip expenses; Mileage 8/16/16: Milroy Exhibit Field Trip	\$158.20
35044	854	KAPCO	11/14/16	Poly covers, magazine reinforcements, easy cover book covers, tyvek white repair tape, easy bind clear polyester repair tape, non stick scissors, easy bind gloss clear poly repair tape	\$487.99
35045	855	KAUFMAN SEAL COATING LLC	11/14/16	DeM & Rens: Seal coat & stripe parking lots	\$3,750.00
35046	856	KIM DELGER	11/14/16	Mileage 10/11/16: AV Shopping	\$35.64
35047	857	KIRBY RISK CORPORATION	11/14/16	Luminator fixture, light trap	\$9.80
35048	858	KONE, INC.	11/14/16	Dem: Quarterly Elevator Maintenance Agreement- 10/1-12/31/16	\$417.33
35049	859	LINDA POORTENGA	11/14/16	Mileage 10/12-11/2/16: Librarians Council meeting, Management meeting, TLU Conference, Branch Counterparts meeting	\$85.32
35050	860	MELISSA SMITH	11/14/16	Mileage 5/24-10/23/16: Summer Reading prize pickup, Walking Books, MCLS Community Engagement round table, AV Shopping, Active Shooter Training, Genealogy Fair	\$211.25
35051	861	MIDWEST TAPE	11/14/16	DVDs	\$58.78
35052	862	NANCY PHILLIPS	11/14/16	Children's supplies	\$19.23
35053	863	NETWISE RESOURCES	11/14/16	Rens & Wh: staff copier quarterly service agreements; Wh. Patron copier repair	\$1,263.56
35054	864	NIPSCO	11/14/16	DeM & Wh: Gas & electric service	\$5,440.20
35055	865	NITCO	11/14/16	DeM: Local Phone & Fax Service- November 2016	\$160.53
35056	866	OFFICE DEPOT	11/14/16	Copy paper, contact paper, watercolor paper, color copy paper, dry erase board cleaner, permanent markers, notepads, wrist rest, rubberbands, card stock, construction paper, glue sticks, brushes, butterfly clamps, training scissors	\$537.46
35057	867	OLLIS BOOK CORPORATION	11/14/16	Books	\$921.85
35058	868	OSBY WATER CONDITIONING	11/14/16	Wh. Water softener chemicals	\$125.00
35059	869	PATTY STRINGFELLOW	11/14/16	Mileage 10/13-10/28/16: Management meeting, Life Cycle of an Employee workshop, Branch visit	\$144.72
35060	870	PEGGY MICHELIN	11/14/16	DVDs, CDs, books; Mileage 10/11-10/28/16: AV Shopping, supply pickup	\$2,421.80
35061	871	PRECISION CONTROL SYSTE	11/14/16	2nd installment for routine maintenance in 2013 & 2014 at DeM & Rens	\$3,175.00
35062	872	QUILL CORPORATION	11/14/16	Hand soap, clorox wipes, m-folds, kleenex, notebook filler paper, construction paper, colored pencils, DVD/CD file folders, binder clips, sticky notes, pencils, dry erase markers, staples, correction tape, card stock, color copy paper, calendars, watercolor paper, scissors	\$983.85
35063	873	RAYANN GILMORE	11/14/16	Mileage 9/15-10/27/16: Management meeting, Legislative Fall Forum, Public Funds Seminar, HR Workshop	\$128.74
35064	874	RELIABLE EXTERMINATORS, I	11/14/16	Rens: Interior & exterior treatment	\$152.00
35065	875	RELIANCE BARCODE SOLUTI	11/14/16	Barcode labels	\$639.32
35066	876	RENSSELAER ROTARY CLUB	11/14/16	September & October 2016 dues & meals	\$112.00
35067	877	ROEING CORPORATION	11/14/16	Tech Maintenance Support - 4th Installment 2016	\$7,500.00
35068	878	SHEILA MAXWELL	11/14/16	Internet Librarian Conference expenses; Mileage 7/14-10/22/16: Management meeting, Branch Visits, Difference is You Conference, NICCL meeting, Digital Preservation workshop, Internet Librarian Conference	\$2,187.38
35069	879	STERLING COMPUTERS	11/14/16	Intel Core i7-6700 Processors, Dell monitors, Dell stereo soundbars	\$24,925.78
35070	880	SWANK MOTION PICTURES, I	11/14/16	Movie License for Community Movie Program	\$353.00
35071	881	TERRENCE LYNCH	11/14/16	Program Presenter	\$275.00
35072	882	TRUGREEN PROCESSING CE	11/14/16	Wh: Ornamental Bed Weed Control	\$210.70
35073	883	UNIQUE MANAGEMENT SERVI	11/14/16	Collections: Initial/Secondary Placements- October 2016	\$98.45
35074	884	VISION SERVICE PLAN	11/14/16	Vision Ins. Premiums-November 2016	\$214.74

Printed on Monday, December 05, 2016

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Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
35075	885	WAL-MART COMMUNITY/RFC	11/14/16	Management meeting expenses, Afterschool Program expenses, Anime Club expenses, cleaning supplies, adult program supplies, children's supplies, DVDs, caulk, bug spray, chair/table leg tips, CDs, wipes	\$1,499.35
35076	886	WESTON WOODS STUDIOS	11/14/16	Audiobooks	\$112.44
35077	887	YVONNE DEL VECCHIO	11/14/16	Mileage 9/4-10/27/16: Deliver newsletters, Walking Books, Staff Development Day	\$62.42
0	888	ALLIANCE BANK	11/14/16	Direct Deposit Fees - October 2016	\$36.70
35078	889	BAKER & TAYLOR	11/14/16	Books, Continuations, AV, Auto. Yours	\$13,660.43
35079	890	BAKER & TAYLOR ENTERTAIN	11/14/16	DVDs	\$1,015.45
35080	891	CENTURYLINK	11/14/16	Rens: Local phone & fax service November 2016	\$419.69
35081	892	KIM DELGER	11/14/16	ILF Conference expenses; Mileage 11/9/16 ILF Conference	\$154.95
35082	893	MELISSA J. WIDNER	11/14/16	Mileage 11/7/16: Makerspace Counterparts	\$73.44
35083	894	MOTION PICTURE LICENSING	11/14/16	License Certificate - Wheatfield Lib (1/3/2017 - 1/3/2018)	\$107.50
35084	895	REPUBLIC SERVICES #715	11/14/16	Wh: Trash Service-November 2016	\$82.15
35085	896	THREE TREE INVESTMENTS L	11/14/16	WH: Paver stones project materials & labor	\$2,551.50
35086	897	TRUGREEN PROCESSING CE	11/14/16	Wh: Lawn fertilization	\$91.00
0	898	PAYROLL	11/25/16	PAYROLL	\$48,282.85
0	899	AFLAC	11/25/16	Supplemental Insurance November 2016 (Conf. #461)	\$727.36
0	900	BILL HROMADA	11/25/16	Courier Mileage 11/1/16 - 11/15/16 (Conf. #457)	\$368.28
0	901	CENTURYLINK	11/25/16	WH: Local Phone Service November 2016 (Conf. # 459)	\$131.21
0	902	CENTURYLINK	11/25/16	WH: Fax Service November 2016 (Conf. # 458)	\$51.56
0	903	CITY OF RENSSELAER	11/25/16	RENS: Utilities 10/7 - 11/8/16 (Conf. #460)	\$4,238.06
0	904	GREAT-WEST RETIREMENT S	11/25/16	Annuity Contributions withheld 11/25/16 Payroll (conf# 462)	\$995.00
0	905	INPRS fbo PERF	11/25/16	INPRS Contributions 11/25/16 Payroll	\$5,793.90
0	906	IRS USA TAXPAYMENT	11/25/16	Federal Withholding, Medicare, & FICA withheld 11/25/16 Payroll & Ins. (Acknowledgement #13537191)	\$10,883.88
0	907	SPARKPAY	11/30/16	Merchant Processing Fees- November 2016	\$18.01

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$252,207.54

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, December 05, 2016

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 4 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$252,207.54

Date this 12th day of December, 2016.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

JASPER COUNTY PUBLIC LIBRARY
Receipt Breakdown
November 30, 2016

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,591.50	\$27,601.87
DeMotte	\$823.17	\$8,484.03		
Rensselaer	\$1,137.98	\$11,883.52		
Wheatfield	\$630.35	\$7,234.32		
PHOTOCOPIES:			\$771.80	\$9,560.67
DeMotte	\$321.50	\$3,650.79		
Rensselaer	\$297.00	\$3,702.77		
Wheatfield	\$153.30	\$2,207.11		
INTEREST (Checking, Repurchase, CDs):.....			\$50.06	\$810.01
TAXES:			\$416,229.95	\$1,965,968.72
Property Tax	\$330,670.29	\$967,544.60		
LOIT	\$17,903.58	\$196,939.38		
License Excise Tax	\$0.00	\$49,795.57		
Financial Institution Tax	\$0.00	\$1,169.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$6,303.29		
Local Option/Certified Shares	\$55,240.08	\$607,640.88		
Local Option/Property Tax Repl.	\$12,416.00	\$136,576.00		
TAXABLE SALES:-.....			\$14.35	\$83.86
REFUNDS:			\$259.90	\$34,393.23
Rebates/Refund	\$0.00	\$1,117.65		
Insurance Claims/Reimbursements	\$0.00	\$0.00		
Meeting Room Rental	\$250.00	\$2,300.00		
Reimbursement	\$9.90	\$1,539.06		
Fixed Asset Sales	\$0.00	\$0.00		
Miscellaneous Receipts	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$29,436.52		
TOTAL OPERATING FUND RECEIPTS.....			\$419,917.56	\$2,038,418.36
PLAC FUND:.....			\$0.00	\$0.00
GIFT FUNDS:			\$1,976.00	\$11,549.67
DeMotte	\$200.00	\$3,379.53		
Rensselaer	\$1,576.00	\$5,772.59		
Wheatfield	\$200.00	\$2,397.55		
LIB. IMPROV. RESERVE FUND:			\$12.03	\$135.74
Interest Earned	\$12.03	\$135.74		
Transfer from OPERATING	\$0.00	\$0.00		
BOND & INTEREST REDEMPTION FUND:			\$79,709.59	\$245,309.13
Property Tax	\$79,709.59	\$233,231.06		
License Excise Tax	\$0.00	\$10,133.27		
Financial Institution Tax	\$0.00	\$662.09		
CVET(Commercial Vehicle Excise)	\$0.00	\$1,282.71		
Interfund Transfer	\$0.00	\$0.00		
RAINY DAY FUND:			\$215.50	\$2,311,127.63
Special CAGIT Distribution	\$0.00	\$0.00		
Special LOIT Distribution	\$0.00	\$1,019,939.69		
Interest Earned	\$215.50	\$2,814.43		
Interfund Transfer	\$0.00	\$1,288,373.51		
STATE TECHNOLOGY FUND GRANT FUND:-.....			\$0.00	\$0.00
CAPITAL PROJECTS FUND:			\$0.00	\$9,383.73
Interest Earned	\$0.00	\$9,383.73		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Interfund Transfer	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:-.....			\$0.00	\$0.00
LEVY EXCESS FUND:-.....			\$0.00	\$26,792.00
SALES TAX:-.....			\$18.51	\$185.82
CASH CHANGE FUND			\$0.00	\$0.00
INSURANCE REFUND FUND:			\$0.00	\$43.35
Interfund Transfer	\$0.00	\$43.35		
INSURANCE SETTLEMENT FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$501,849.19	\$4,642,945.43

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WITHHOLDING ACCOUNT FUNDS:

			\$29,172.40	\$335,341.56
FIT Tax Collected	\$7,524.19	\$89,034.40		
FICA Collected	\$7,153.33	\$82,004.69		
State Tax Collected	\$3,336.45	\$38,505.47		
County Tax Collected	\$2,490.46	\$28,878.34		
Deferred Comp Plan	\$1,990.00	\$22,050.00		
Pre-tax Insurance Plans	\$3,517.22	\$39,543.61		
Life Insurance	\$181.34	\$2,010.98		
INPRS	\$2,979.41	\$33,314.08		
Garnishments	\$0.00	\$0.00		
Credit Union	\$0.00	\$0.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$531,021.59	\$4,978,286.99

Voucher List**Jasper County Public Library****Report Date: From 12/1/16 To 12/12/16**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
35087	908	AARON'S LAWN CARE	12/12/16	Mowing & leaf cleanup	\$730.00
35088	909	ACE HARDWARE	12/12/16	Toilet repair parts, keys, door stops	\$39.50
35089	910	ANTHEM BLUE CROSS BLUE	12/12/16	Health Ins. Premiums- December 2016	\$12,251.16
35090	911	ANTHEM LIFE	12/12/16	Life Ins. Premiums- December 2016	\$94.68
35091	912	BAKER & TAYLOR	12/12/16	Books, Continuations, AV, Auto. Yours	\$13,015.01
35092	913	BAKER & TAYLOR ENTERTAIN	12/12/16	DVDs	\$3,185.07
35093	914	BLUETARP FINANCIAL, INC	12/12/16	Downspouts, razor blades, door bell	\$72.90
35094	915	BRODART CO.	12/12/16	Subject classification labels, video cabinets, drawer divider kits, flannel easel	\$1,857.59
35095	916	BUSINESS CARD	12/12/16	Bookkeeping Workshop expenses, children's supplies, Makerspace Counterparts meeting expenses, B2B expenses, DVDs	\$216.12
35096	917	CARDINAL OFFICE PRODUCT	12/12/16	DeMotte Patron Copier Maintenance 9/24/15-9/24/16	\$303.91
35097	918	CARRIAGE PAPER PRODUCT	12/12/16	Thermal receipt paper rolls	\$142.94
35098	919	CENTURYLINK	12/12/16	Long distance phone service- November 2016	\$16.52
35099	920	COURTNEY ARNDT	12/12/16	Patron reimbursement for fine overpayment	\$19.40
35100	921	CULLIGAN WATER CONDITIO	12/12/16	Wh: Water Cooler Rental-December 2016, 5-gallon drinking water- 7	\$62.60
35101	922	DELL MARKETING L.P.	12/12/16	Toner cartridges	\$267.88
35102	923	DELTA DENTAL	12/12/16	Dental Ins. Premiums- December 2016	\$522.18
35103	924	DEMCO	12/12/16	Polyfit	\$235.37
35104	925	ENA SERVICES LLC	12/12/16	Internet Service- November 2016	\$1,621.50
35105	926	ENGAGED PATRONS.ORG	12/12/16	Events Page Hosting Service 1/1/17-12/31/17	\$229.00
35106	927	FINDAWAY WORLD, LLC	12/12/16	Playaways, Playaway Views	\$1,109.32
35107	928	GRAINGER	12/12/16	Light bulbs	\$136.48
35108	929	HAMSTRA BUILDERS, INC.	12/12/16	Wh: Inspected & repaired unit for freezing up	\$304.60
35109	930	HP Products	12/12/16	Toilet paper, trash bags	\$239.52
35110	931	ICC Business Products	12/12/16	Chair mats	\$84.27
35111	932	INDIANA WASTE SERVICE	12/12/16	DeM: Trash pick-up December 2016	\$89.70
35112	933	INDIANA LIBRARY FEDERATIO	12/12/16	2017 Library Membership	\$1,363.46
35113	934	JANICE WILMA	12/12/16	Mileage 6/16-10/13/16: Management Meetings, Book Vendor meeting, AV shopping & loveseat pickup	\$153.90
35114	935	KIMBERLY HUNTER	12/12/16	ILF Conference expenses	\$9.80
35115	936	KIRBY RISK CORPORATION	12/12/16	Light bulbs	\$443.70
35116	937	LINDA THOMPSON	12/12/16	Mileage 11/15/16: Baker & Taylor Training	\$8.64
35117	938	MAPLETRONICS COMPUTERS	12/12/16	ESET Endpoint Antivir Protection, 3 yr renewal	\$1,678.88
35118	939	MIDWEST TAPE	12/12/16	Audiobook sleeves	\$425.99
35119	940	NITCO	12/12/16	DeM: Local Phone & Fax Service- December 2016	\$161.29
35120	941	OFFICE DEPOT	12/12/16	Glue sticks, bandages, rolodex file, batteries	\$62.92
35121	942	PATTY STRINGFELLOW	12/12/16	Mileage 11/1-11/30/16: Branch Visits, Annual Report & Bookkeeping Workshop, NILBA Dinner; Directors Meeting expenses	\$264.45
35122	943	PRECISION CONTROL SYSTE	12/12/16	4th Quarter Invoice for Routine Maintenance @ Rens & DeM(Contract Jan.1 thru Dec. 31, 2016); DeM: No air flow in west conference room, replaced bad motor & blown fuse, womens bathroom overheating, ordered new stat; installed access door in ceiling in east meeting room to access VAV 18	\$3,444.13
35123	944	PROQUEST LLC	12/12/16	Rensselaer Republican Microfilm 1/2015-4/2016	\$258.30
35124	945	QUILL CORPORATION	12/12/16	Typewriter ribbons, color copy paper, ink cartridges, toner cartridges	\$467.49

F6b

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
35125	946	RACHAEL CAVINDER	12/12/16	Mileage 11/15-11/17/16: Baker & Taylor Training, Management Meeting	\$20.52
35126	947	RACHEL KUHN	12/12/16	Mileage 11/21/16: ILL Workshop	\$111.24
35127	948	RAINBOW BOOK COMPANY	12/12/16	Books	\$1,261.19
35128	949	REBECCA AMALONG	12/12/16	Mileage 10/12-10/19/16: Librarian's Council meeting, TLCU Conference	\$36.72
35129	950	RENSSELAER LAUNDRY ROO	12/12/16	Laundry	\$20.00
35130	951	REPUBLIC SERVICES #715	12/12/16	Wh: Trash Service-December 2016	\$82.15
35131	952	SUNRISE PACKAGING INC.	12/12/16	Audiobook cases	\$115.18
35132	953	SVT, LLC	12/12/16	Heroes Tree program expenses, Tuesday Movie program expenses, Management meeting expenses	\$51.74
35133	954	THREE TREE INVESTMENTS L	12/12/16	DeM: Tile Project tear out & installation; Wh: stain new pavers	\$8,985.00
35134	955	TRUGREEN PROCESSING CE	12/12/16	Rens: Tree & Shrub Treatment	\$89.00
35135	956	ULINE	12/12/16	Mats, trash cans	\$1,323.89
35136	957	VISION SERVICE PLAN	12/12/16	Vision Ins. Premiums-December 2016	\$214.74
35137	958	WAL-MART COMMUNITY/RFC	12/12/16	Author Visit expenses, Writing program expenses, Christmas program expenses, DVDs, Halloween expenses, CDs, children's supplies	\$425.56
Total Amount of Claims					\$58,327.10

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, December 06, 2016

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$58,327.10

Date this 12th day of December, 2016.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Voucher List

Jasper County Public Library

Report Date: From 12/1/16 To 12/12/16

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
35087	908	AARON'S LAWN CARE	12/12/16	Mowing & leaf cleanup	\$730.00
35088	909	ACE HARDWARE	12/12/16	Toilet repair parts, keys, door stops	\$39.50
35089	910	ANTHEM BLUE CROSS BLUE	12/12/16	Health Ins. Premiums- December 2016	\$12,251.16
35090	911	ANTHEM LIFE	12/12/16	Life Ins. Premiums- December 2016	\$94.68
35091	912	BAKER & TAYLOR	12/12/16	Books, Continuations, AV, Auto. Yours	\$13,015.01
35092	913	BAKER & TAYLOR ENTERTAIN	12/12/16	DVDs	\$3,185.07
35093	914	BLUETARP FINANCIAL, INC	12/12/16	Downspouts, razor blades, door bell	\$72.90
35094	915	BRODART CO.	12/12/16	Subject classification labels, video cabinets, drawer divider kits, flannel easel	\$1,857.59
35095	916	BUSINESS CARD	12/12/16	Bookkeeping Workshop expenses, children's supplies, Makerspace Counterparts meeting expenses, B2B expenses, DVDs	\$216.12
35096	917	CARDINAL OFFICE PRODUCT	12/12/16	DeMotte Patron Copier Maintenance 9/24/15-9/24/16	\$303.91
35097	918	CARRIAGE PAPER PRODUCT	12/12/16	Thermal receipt paper rolls	\$142.94
35098	919	CENTURYLINK	12/12/16	Long distance phone service- November 2016	\$16.52
35099	920	COURTNEY ARNDT	12/12/16	Patron reimbursement for fine overpayment	\$19.40
35100	921	CULLIGAN WATER CONDITIO	12/12/16	Wh: Water Cooler Rental-December 2016, 5-gallon drinking water- 7	\$62.60
35101	922	DELL MARKETING L.P.	12/12/16	Toner cartridges	\$267.88
35102	923	DELTA DENTAL	12/12/16	Dental Ins. Premiums- December 2016	\$522.18
35103	924	DEMCO	12/12/16	Polyfit	\$235.37
35104	925	ENA SERVICES LLC	12/12/16	Internet Service- November 2016	\$1,621.50
35105	926	ENGAGED PATRONS.ORG	12/12/16	Events Page Hosting Service 1/1/17-12/31/17	\$229.00
35106	927	FINDAWAY WORLD, LLC	12/12/16	Playaways, Playaway Views	\$1,109.32
35107	928	GRAINGER	12/12/16	Light bulbs	\$136.48
35108	929	HAMSTRA BUILDERS, INC.	12/12/16	Wh: Inspected & repaired unit for freezing up	\$304.60
35109	930	HP Products	12/12/16	Toilet paper, trash bags	\$239.52
35110	931	ICC Business Products	12/12/16	Chair mats	\$84.27
35111	932	INDIANA WASTE SERVICE	12/12/16	DeM: Trash pick-up December 2016	\$89.70
35112	933	INDIANA LIBRARY FEDERATIO	12/12/16	2017 Library Membership	\$1,363.46
35113	934	JANICE WILMA	12/12/16	Mileage 6/16-10/13/16: Management Meetings, Book Vendor meeting, AV shopping & loveseat pickup	\$153.90
35114	935	KIMBERLY HUNTER	12/12/16	ILF Conference expenses	\$9.80
35115	936	KIRBY RISK CORPORATION	12/12/16	Light bulbs	\$443.70
35116	937	LINDA THOMPSON	12/12/16	Mileage 11/15/16: Baker & Taylor Training	\$8.64
35117	938	MAPLETRONICS COMPUTERS	12/12/16	ESET Endpoint Antivirius Protection, 3 yr renewal	\$1,678.88
35118	939	MIDWEST TAPE	12/12/16	Audiobook sleeves	\$425.99
35119	940	NITCO	12/12/16	DeM: Local Phone & Fax Service- December 2016	\$161.29
35120	941	OFFICE DEPOT	12/12/16	Glue sticks, bandages, rolodex file, batteries	\$62.92
35121	942	PATTY STRINGFELLOW	12/12/16	Mileage 11/1-11/30/16: Branch Visits, Annual Report & Bookkeeping Workshop, NILBA Dinner; Directors Meeting expenses	\$264.45
35122	943	PRECISION CONTROL SYSTE	12/12/16	4th Quarter Invoice for Routine Maintenance @ Rens & DeM(Contract Jan.1 thru Dec. 31, 2016); DeM: No air flow in west conference room, replaced bad motor & blown fuse, womens bathroom overheating, ordered new stat; installed access door in ceiling in east meeting room to access VAV 18	\$3,444.13
35123	944	PROQUEST LLC	12/12/16	Rensselaer Republican Microfilm 1/2015-4/2016	\$258.30
35124	945	QUILL CORPORATION	12/12/16	Typewriter ribbons, color copy paper, ink cartridges, toner cartridges	\$467.49

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
35125	946	RACHAEL CAVINDER	12/12/16	Mileage 11/15-11/17/16: Baker & Taylor Training, Management Meeting	\$20.52
35126	947	RACHEL KUHN	12/12/16	Mileage 11/21/16: ILL Workshop	\$111.24
35127	948	RAINBOW BOOK COMPANY	12/12/16	Books	\$1,261.19
35128	949	REBECCA AMALONG	12/12/16	Mileage 10/12-10/19/16: Librarian's Council meeting, TLCU Conference	\$36.72
35129	950	RENSSELAER LAUNDRY ROO	12/12/16	Laundry	\$20.00
35130	951	REPUBLIC SERVICES #715	12/12/16	Wh: Trash Service-December 2016	\$82.15
35131	952	SUNRISE PACKAGING INC.	12/12/16	Audiobook cases	\$115.18
35132	953	SVT, LLC	12/12/16	Heroes Tree program expenses, Tuesday Movie program expenses, Management meeting expenses	\$51.74
35133	954	THREE TREE INVESTMENTS L	12/12/16	DeM: Tile Project tear out & installation; Wh: stain new pavers	\$8,985.00
35134	955	TRUGREEN PROCESSING CE	12/12/16	Rens: Tree & Shrub Treatment	\$89.00
35135	956	ULINE	12/12/16	Mats, trash cans	\$1,323.89
35136	957	VISION SERVICE PLAN	12/12/16	Vision Ins. Premiums-December 2016	\$214.74
35137	958	WAL-MART COMMUNITY/RFC	12/12/16	Author Visit expenses, Writing program expenses, Christmas program expenses, DVDs, Halloween expenses, CDs, children's supplies	\$425.56
0	959	PAYROLL	12/9/16	PAYROLL	\$48,303.67
0	960	BILL HROMADA	12/9/16	Courier Mileage 11/16/16 - 11/30/16 (Conf. #464)	\$334.80
0	961	GREAT-WEST RETIREMENT S	12/9/16	Annuity Contributions withheld 12/9/16 Payroll (conf# 466)	\$995.00
0	962	INDIANA DEPARTMENT OF RE	12/9/16	State & County Taxes withheld November 2016 Payrolls (Ref. #85702)	\$5,826.91
0	963	INPRS fbo PERF	12/9/16	INPRS Contributions 12/9/16 Payroll	\$5,794.47
0	964	IRS USA TAXPAYMENT	12/9/16	Federal Withholding, Medicare, & FICA withheld 12/9/16 Payroll & Ins. (Acknowledgement #52838954)	\$10,873.26
0	965	TOWN OF DEMOTTE	12/9/16	DeM: Water & Sewer Service- November 2016 (Conf. #463)	\$167.64
0	966	TOWN OF WHEATFIELD	12/9/16	Wh: Sewer Service- December 2016 (Conf# 465)	\$56.65
35138	967	A. E. BOYCE COMPANY, INC.	12/12/16	W2 forms & envelopes, 1099 forms & envelopes	\$85.92
35139	968	DIANA WRIGHT	12/12/16	Bicentennial Celebration expenses	\$30.00
35140	969	DUMAS & MAHNESMITH P.C.	12/12/16	Legal Assistance: Real Estate Purchase	\$332.50
35141	970	HAMSTRA BUILDERS, INC.	12/12/16	Rens: Sidewalk repairs	\$1,750.00
35142	971	JEFF GASTINEAU	12/12/16	Program Presenter	\$50.00
35143	972	KV POST NEWS	12/12/16	DeM: Newspaper subscription Acct# 0045635	\$63.00
35144	973	LINDA POORTENGA	12/12/16	Mileage 11/7-12/6/16: Makerspace Counterparts meeting, Chamber meeting, B2B, Reference Counterparts meeting	\$192.78
35145	974	NANCY PHILLIPS	12/12/16	Mileage 11/15/16: Baker & Taylor Training	\$23.76
35146	975	NIPSCO	12/12/16	Gas & electric service	\$6,344.61
35147	976	RACHEL KUHN	12/12/16	Ladies Book Discussion expenses, ILL workshop expenses & parking, ILF Conference expenses	\$48.90
35148	977	UNIQUE MANAGEMENT SERVI	12/12/16	Collections: Initial/Secondary Placements- November 2016	\$170.05

Warrant Claim
Number Number Name of Claimant

Date Explanation

F6c
Total

Total Amount of Claims \$139,771.02

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, December 12, 2016

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$139,771.02

Date this 12th day of December, 2016.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

Agenda
Jasper County Public Library
Board of Trustees Year-End Meeting
Wednesday, December 28, 2016; 8:30am
Rensselaer Library Meeting Room

Purpose

Opening of Meeting	Moment of Silence
Final Year-End Bills to be Allowed	Action
2016 Appropriation Transfers	Action
Public Forum	
Adjournment	

Voucher List

Jasper County Public Library

Report Date: From 12/23/16 To 12/28/16

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	978	PAYROLL	12/23/16	PAYROLL	\$48,233.82
0	979	AFLAC	12/23/16	Supplemental Insurance December 2016 (Conf. #468)	\$727.36
0	980	BILL HROMADA	12/23/16	Courier Mileage 12/1/16 - 12/15/16 (Conf. #467)	\$368.28
0	981	CITY OF RENSSELAER	12/23/16	RENS: Utilities 11/08 - 12/8/16 (Conf. #469)	\$4,146.30
0	982	GREAT-WEST RETIREMENT S	12/23/16	Annuity Contributions withheld 12/23/16 Payroll (conf# 470)	\$995.00
0	983	INPRS fbo PERF	12/23/16	INPRS Contributions 12/23/16 Payroll	\$5,801.60
0	984	IRS USA TAXPAYMENT	12/23/16	Federal Withholding, Medicare, & FICA withheld 12/23/16 Payroll & Ins. (Acknowledgement #05539977)	\$10,799.51
0	985	ALLIANCE BANK	12/28/16	Direct Deposit Fees - November 2016	\$36.80
35149	986	ANDREA QUICK	12/28/16	Mileage 9/1-12/7/16: Walking Books	\$10.26
35150	987	BAKER & TAYLOR	12/28/16	Books, Continuations, AV, Auto. Yours	\$1,798.60
35151	988	BAKER & TAYLOR ENTERTAIN	12/28/16	DVDs	\$55.71
35152	989	DANIEL VAN BLAIRCOM	12/28/16	Mileage 1/5-7/10/16: Recycling, supply pickup	\$25.70
35153	990	DEBORAH KRISTOFF	12/28/16	Mileage 11/2-12/16/16: Branch Manager Counterparts meeting, CDC program, Reference Counterparts, evaluation, work Staff Christmas party	\$152.82
35154	991	DONNA BARKO	12/28/16	Mileage 11/10-12/21/16: Bank deposits, Post Office, AVC Users Group meeting	\$20.57
35155	992	EVELYN BRISTOL	12/28/16	Mileage 8/11-12/16/16: Management meetings, Counterparts meeting, Staff Development Day, Walking Books, evaluation, work Staff Christmas party; program supplies	\$123.37
35156	993	LEGAL DIRECTORIES PUBLIS	12/28/16	Continuations	\$69.75
35157	994	LINDA POORTENGA	12/28/16	Mileage 12/13/16: work Staff Christmas party	\$23.76
35158	995	PATTY STRINGFELLOW	12/28/16	Mileage 12/2-12/7/16: Directors meeting, meeting with homeowners, AVC Users Group meeting	\$189.00
35159	996	POSTMASTER	12/28/16	Stamps, pre-stamped postcards	\$349.20
35160	997	RMC IMAGING, INC	12/28/16	ST ViewScan III Digital Reader/Printer, OCR Plus Software	\$8,470.00
35161	998	SHEILA MAXWELL	12/28/16	Mileage 10/27-12/13/16: Branch Visits, Automation Counterparts meeting; Automation Counterparts meeting expenses	\$165.51
35162	999	SVT, LLC	12/28/16	Bicentennial program expenses	\$53.81
35163	1000	TRUGREEN PROCESSING CE	12/28/16	Ice Melt- 30 bags	\$336.60
35164	1001	WAL-MART COMMUNITY/RFC	12/28/16	Thanksgiving program supplies, Christmas programs supplies, Stocking Stuffer program supplies, cleaning supplies	\$121.70
35165	1002	YVONNE DEL VECCHIO	12/28/16	Mileage 11/2-12/14/16: Walking Books, Book Club, deliver newsletters	\$34.13
0	1003	JASPER COUNTY PUBLIC LIB	12/28/16	Transfer of FIT over distribution from BIRF to OPER per County Auditor's Certificate of Tax Distribution dated 12/20/16	\$56.63
0	1004	JASPER COUNTY PUBLIC LIB	12/28/16	Funds transferred from Operating into LIRF per Board resolution 12/12/16	\$35,000.00

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$118,165.79

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, December 22, 2016

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$118,165.79

Date this 28th day of December, 2016.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/99.

December 28, 2016

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for various functions of the Jasper County Public Library,

Now, therefore, be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, for the expenses of the Public Library, the following funds herein named for the purposes herein specified be increased, subject to the laws governing the same.

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

	<u>Added Amount</u> <u>Appropriated</u>		<u>Amount</u> <u>Reduced</u>
1.22 Unemployment Compensation	\$ 3,160.82	1.24 Employer's Contrib.- Ins	\$ 3,160.82
3.145 Databases & Licensing Services	\$ 1,678.02	3.94 Transfer to LIRF	\$ 9,744.24
3.21 Telephone	\$ 1,745.44		
3.41 Official Bonds	\$ 112.00		
3.54 Waste Disposal Services	\$ 569.47		
3.61 Building & Structures	\$ 4,889.17		
3.91 Dues	\$ 81.46		
3.93 Taxes & Assessments	\$ 654.08		
3.95 Book Reimbursement	\$ 14.60		
4.5 Other Capital Outlays	\$ 107.50	4.51 Books	\$ 107.50
TOTAL Added	\$ 13,012.56	TOTAL Reduced	\$ 13,012.56

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NAY

ATTEST:

Secretary, Jasper Co. Public Library Board

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